

OKAIHAU COLLEGE POLICY: Privacy

Rationale:

All employees of the school will respect the privacy of individuals in dealing with personal information in line with the Privacy Act (1993).

Guidelines:

1. Only collect information, which is relevant to the education of a child or to the employment of staff.
2. Where possible, collect the information required from the person concerned. If this is not possible, ensure that:
 - a) the source of the information is noted:
 - b) the information collected is complete, accurate, and not misleading.
3. Information about an individual, family or whanau must only be discussed with those who have a professional interest.
4. Such discussions should be held in a place that will protect the privacy of the individual.
5. Consent should be obtained before discussing information regarding the individual, family or whanau with outside agencies.
6. Ensure that all recorded information is checked for accuracy and stored in a secure place.
7. An individual may have access to permissible written information held by the school relating to them or a student in their care.
8. Ensure that all school employees are familiar with, and uphold the Privacy Act (1993).
9. The school's Privacy Officer will be the Principal, unless otherwise agreed.