

PRIVACY

RATIONALE:

The Board of Trustees of Kamo Primary School is required to comply with the Privacy Act 1993 for employees and in its role as the body with the overall responsibility for the running of the school.

PURPOSE:

To promote and protect individual privacy with regard to

- a) the collection, use and disclosure of information relating to individuals.
- b) access by each individual to information relating to that individual held by the School.

GUIDELINES:

The Board appoints the Principal as the Privacy Officer.

Procedures will be developed by the Board to assist the Privacy Officer in his/her task of ensuring that principles contained in the Act are adhered to by staff.

The procedures will be designed to comply with principles in the Act in terms of:

- 1. Purpose of collection of personal information.
- 2. Source of personal information.
- 3. Collection of information from subject.
- 4. Manner of collection of personal information.
- 5. Storage and security of personal information.
- 6. Access to personal information.
- 7. Correction of personal information.
- 8. Accuracy of personal information to be checked before use.
- 9. School not to keep personal information for longer than necessary.
- 10. Limits on use of personal information.
- 11. Limits on disclosure of personal information.

All forms which collect personal information should contain information about the purpose, use and disclosure of the information collected, and the individuals right to access their personal information held by the school e.g. applications for appointment, student record cards, enrolment information, information about employees, pupils and parents.

CONCLUSION:

Individual privacy will be protected as required under the Privacy Act 1993.

Reviewed: Term 2 2015

.....**Chairperson, BOT**

Review date: Term 2 2018