

Privacy

The privacy policy enables us to promote and protect the privacy of all individuals associated with the school, i.e. students, staff, parents, and any others. The policy follows the key principles of the Privacy Act 2020, which describe how we may collect, use, and store personal information. The Act also created the position of Privacy Commissioner to administer it. Among the many functions of the Privacy Commissioner's Office is that of investigating any alleged breaches of the Privacy Act.

We've used the word "parent" throughout this section to refer to parents and guardians.

Each school has a privacy officer who deals with requests for personal information, and who, if required, liaises with the Privacy Commissioner in any investigations. At this school, the role belongs to the principal.

The policy gives us **guidelines** about:

- how we collect and store information
- what information we collect
- how we use and disclose information about individuals
- how individuals may access information relating to them that is held by the school
- how to manage the **rights of parents** regarding information about their child.

It is important that staff understand the school's information management and confidentiality guidelines. This is particularly important to guard against situations where information is not shared, resulting in a child being placed at risk.

Legislation

- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989

Resources

- [Office of the Privacy Commissioner](#) 

SchoolDocs appreciates the input of Kathryn Dalziel of Taylor Shaw Barristers and Solicitors in the internal review of our Privacy topics.

Release history: Term 4 2020, Term 1 2018, Term 1 2016

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