

ST PETER'S TRUST BOARD POLICY

Privacy Policy

Date: January 2020

PURPOSE

In its role as a good employer the St Peter's Trust Board is required to ensure that a safe environment is provided through personnel practices that maintain standards of integrity and conduct. As such the purpose of this policy is to promote and protect individual privacy.

SCOPE

This privacy policy applies to all employees, contractors, house assistants, student teachers and volunteers at St Peter's Cambridge.

POLICY

One privacy officer will be appointed by the school (delegated by the Trust Board to the Executive Principal). The officer will promote and protect individual privacy with regard to:

- The collection, use and disclosure of information relating to individuals
- Access by each individual to information relating to that individual, held by the school

Procedures within the school must comply with the principles contained in the Privacy Act (1993) which have specific requirements in terms of

- Purpose of collection of personal information
- Source of personal information
- Collection of information from subject
- Manner of collection of personal information
- Storage and security of personal information
- Access to personal information
- Correction of personal information
- Accuracy of personal information
- School is not keep personal information longer than necessary
- Limits on use of personal information
- Limit on disclosure of personal information
- Unique identifiers

The School's responsibilities are;

- Only collect necessary information
- Collect accurate information
- Hold the information securely to avoid loss or unauthorised use
- Hold information only for as long as necessary
- Not attach unique identifiers to an individual unless absolutely necessary
- Use information only for the purpose it was intended and not give it to third parties
- Make the information accessible to the individual concerned with the potential for correction



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- All forms which collect personal information should contain information about the purpose, use and disclosure of the information collected. Examples of forms are student record cards, enrolment information, information about parents and students
- Privacy officers are to use the Privacy Officer checklist to assist them in determining where policies and procedures are needed and which current policies and procedures should be applied. Recommendations may be made by the privacy officer to the Trust Board for alterations to current policies within the school.

Chairperson: _____ **Date:** _____

Next Review Date: January 2023