

PROCEDURES TO PROMOTE AND PROTECT INDIVIDUAL PRIVACY

INTRODUCTION

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

PURPOSE

The purpose of this privacy policy is 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.

POLICY

In complying with the provisions of the Privacy Act 1993, the Board will appoint at least one Privacy Officer.

Procedures will be developed by the Board to assist the Privacy Officer(s) in his/her task of ensuring that council and staff adhere to the principles contained in the Act in all aspects for the Board.

The procedures will be designed to comply with the principles contained in the Privacy Act 1993 which specify 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
- Access to personal information
- Correction of personal information
- Accuracy etc of personal information to be checked before use.
- Agency not to keep personal information for longer than necessary
- Limits on disclosure of personal information.
- Unique qualifiers.

PROCEDURES

With regard to developing procedures, boards should ensure that there are procedures for the collection, use and disclosure of personal information in the school.

This means that all forms which collect personal information should contain information about the purpose, use and disclosure of the information collected. Examples of the types of forms that this will relate to are applications for appointment, student record

cards, enrolment information, information about employees and information about pupils and parents.

The following checklist for Privacy Officers is to be used to assist board and management in determining where policies and procedures are needed and which current policies and procedures should be put in place. It should be noted that the checklist covers all possibilities and aspects of it may not apply.

CHECKLIST FOR PRIVACY OFFICERS

- 1) Does the school hold personal information about individuals?
- 2) Does the school need to collect that information?
 - i) what function or activity of the agency does it relate to?
 - ii) what is the purpose for which the information will be used?
 - iii) is it necessary for that purpose?
- 3) Has the personal information the school holds, which was collected after July 1993, been collected directly from the person concerned? If not, which exception to Principle 2 applies?
- 4) Where the school has collected information directly from the personal after July 1993, were they informed:
 - i) that the school is collecting the personal information
 - ii) why the school is collecting it
 - iii) who will receive it; and
 - iv) the name and address of the school collecting it, and who will hold it.
 - v) if not, which exception to Principle 3 applies
 - vi) if not, has the school collected similar information from the same individual recently
- 5) Has the information been collected by:
 - i) unlawful means; or
 - ii) means that intrude to an unreasonable extent on the person's personal affairs?
- 6) Is the personal information the school holds stored in a reasonably secure way?
 - i) is it stored so that only authorized people have access to it?
 - ii) do authorized people know of their obligations under the Privacy Act?
 - iii) is it safe from vandalism and theft?
 - iv) are V.D.U screen, printers or files positioned so they may not be seen by the public or unauthorized staff?
 - v) are there procedures in place to monitor access to sensitive data?
 - vi) are external agencies used to collect, process, hold or dispose of personal information? If so, what steps are taken to ensure they are complying with the Privacy Principles?
- 7) Is the personal information the school holds accurate, up-to-date, complete, relevant, and not misleading?
 - i) what steps have been taken to ensure that it is?
 - ii) when personal information was received from a third party, what steps have been taken to make sure it is accurate, up-to-date, relevant and not misleading?
 - iii) at what point is it checked to ensure accuracy; when first recorded during storage, before use, periodically.
- 8) Does the school need to keep this information to carry out a function?
- 9) Is the school using the information for purposes other than the one for which it was collected? If so, which exception to Principle 11 applies? If an exception

does not apply, does the school have an exemption from the Privacy Commissioner?

- 10) Does the school disclose personal information it holds about individuals to other agencies? If Yes, which exception to Principle 10 applies? If no exception applies, does the school have an exemption from the Privacy Act?
- 11) Does the school assign unique identifiers to individuals? If Yes, is it necessary in order to be able to carry out a function of the school?
- 12) Is the unique identifier assigned by the school the same one assigned to that person by another agency? If yes, is the school associated persons within the meaning of s.8 of the Income Tax Act 1976?
- 13) Does the school take reasonable steps to ensure that unique identifiers are only assigned to people whose identify is clearly established?
- 14) Does the school assign the same unique identifier to a person that is used by another agency? If yes, is this one of the purposes for which the unique identifier was assigned or a directly related purpose?

REQUESTS FOR PERSONAL INFORMATION

The following is a flow chart to be used when dealing with requests for personal information.

