

Pembroke School Privacy Policy 2021

This Policy is based on the Privacy Act 2020

Purpose

To promote and protect the privacy of individual children, staff, parents and all others in the collection, use and disclosure of information about them, and to ensure that all persons have access to information relating to themselves that is held by the school.

Objectives

1. In compliance with the Privacy Act, the Board will appoint a Privacy Officer at the beginning of each year at the time of BOT delegations
2. The Privacy officer will be responsible for supporting the school's adherence to the principles inherent in the Privacy Act 2020
3. Personal information is collected only for purposes connected with the function of the school, and only when it is necessary to have this information. The purpose for collecting information is made known.
4. In general, information is collected directly from the person concerned unless it is publicly available from elsewhere or the person's interests are not prejudiced when collected from elsewhere
5. Reasonable safeguards are in place to protect information from loss, unauthorised access, use or disclosure. As a general rule, information about any person is not given to a 3rd party without the person's knowledge
6. The school takes reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.
7. Individuals have access to information held about themselves, and may request correction of information held or, when not corrected, to require that there be attached to the information a statement of the correction requested.
8. Information is only used for the purposes for which it was obtained except in certain circumstances (eg for statistical purposes where the person's identity is not disclosed).
9. Information is kept only for as long as it is needed for the purposes for which it was obtained.
10. Information is passed to others without the person's consent only when it is already publicly available or when it is being passed on in connection with a purpose for which it was obtained. It may also be passed on to comply with other laws or legislation.
11. In accordance with the Privacy Act 2020 and loss of private information will be notified to the person whose information has been subject to this loss. The loss will also be reported to the Privacy commissioner.

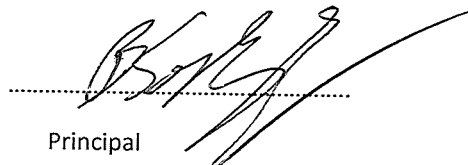
Policy Review

The review will be undertaken every three years as part of our triennial review programme. The review report will be made available to the community on request.

September 2021 Version adopted



Chairperson



Principal

19/10/2021

Date