

Privacy Policy

Rationale:

To comply with the information privacy principles set out in the Privacy Act 1993 ('Act'), with regard to:

- a) The collection, use and disclosure of personal information held by the school.
- b) Access by an individual to their personal information held by the school.
- c) The protection of personal information from access by people not entitled to such access.

“Personal information” means information about an identifiable individual.

Guidelines:

1. The Principal has been nominated by the Board of Trustees as the school's privacy officer and has been delegated responsibility for ensuring the school's compliance with the information privacy principles set out in the Act.
2. We only collect personal information:
 - for purposes connected with the function or activity of the school or a child's education;
 - directly from the individual concerned or from their parent or guardian, unless one of the exceptions in the Act applies (e.g. the information is publicly available, or the individual's interests are not prejudiced by us collecting the information from elsewhere); and
 - in a transparent and respectful manner.
3. The individual concerned (or that individual's parent or guardian) will be made aware of the purpose for which personal information is being collected.
4. Personal information will be used for the purposes for which it was collected, except where otherwise permitted or required by the Act or other applicable law (e.g. under the Oranga Tamariki Act 1989) or for statistical purposes where the individual's identity is not disclosed.
5. Personal information should only be held for as long as it is needed and for the purposes for which it was obtained.
6. We will take reasonable steps to ensure that personal information held by the school is accurate, up to date, complete and not misleading.
7. Personal information shall be protected, by security safeguards which are reasonable in the circumstances, against loss, unauthorised access, use, modification, or disclosure.
8. Personal information shall not be disclosed to third parties except:
 - where the information is already publicly available;
 - where information is passed on in connection with a purpose for which it was obtained (e.g. to a student's new school);
 - as permitted or required by the Act or other applicable law (e.g. under the Oranga Tamariki Act 1989 or Domestic Violence Act 2018); or
 - where it is necessary for the protection of individual or public health and safety.

9. Individuals are entitled to request access to their personal information ***and*** to ask for a correction to be made ***or*** to request that there be attached to the information a statement of any correction sought but not made.
10. The school has the right to refuse an individual access to their personal information on the grounds set out in Part 4 of the Act. For example:
- If disclosure is against the interests of a person under the age of 16.
 - If disclosure is likely to prejudice the safe custody of a person.
 - If the request is frivolous or vexatious or the information requested is trivial.
 - If the information does not exist or cannot be found.
 - If disclosure necessitates the unwarranted disclosure of another individual's affairs.

Date of Last Revision	September 2019	Balmoral School
Revision No.	5	Privacy Policy
Approved by	Board of Trustees	
Signed (Chairperson)		