

### 3.09

## Privacy

---

### Outcome Statement

The Ruapehu College Board of Trustees is required to comply with the Privacy Act 2020. The Act safeguards the privacy of people's information by keeping the 13 core principles (appendix) about information privacy intact.

### Scoping

To protect individual privacy with regard to:

- The collection, use and disclosure of all information about an individual is protected and treated properly.
- Access by each individual to information relating to that individual held by the school.

### Delegations

The board delegates to the principal full responsibility of ensuring processes are in place and operating effectively and adequately. In the event of a complaint or grievance concerning the principal, responsibility lies with the board.

### Guidelines

- The principal will adhere to the core principles.
- The principal will be guided by the checklist for privacy officers.
- All information collected will be used only for the purpose intended.
- Procedures exist for the collection, use and disclosure of personal information in the school.
- Any personal information the school holds is stored in a secure way.
- Requests for personal information are dealt with according to the attached procedures

### Procedures/supporting documentation

Procedures are to cover the following areas:

- The core principles
- The Public Records Act 2005
- Mandatory reporting of seriously harmful privacy breaches to the Privacy Commissioner

### Legislative Compliance

Relevant statutory, regulatory, administrative and contractual requirements include, but are not limited to:

- Human Rights Act 1993,

- Bill of Rights ACT 1990,
- Public Records Act 2005,
- Privacy Act 2020,
- Protected Disclosures Act,
- Schools Record Retention Disposal Procedure

### **Review**

This policy will be reviewed in accordance with the Board's regular policy review process.

### **Ratified by Ruapehu College Board of Trustees**

Chairperson: Elijah Pue



Signed: \_\_\_\_\_ Date: 25.02.21

Date for policy review: February, 2024