

# **TIRIMOANA SCHOOL**

## **PRIVACY POLICY**

### **RATIONALE:**

Good information handling is a foundation stone of building trust between everyone who participates in the life of the school. The Board of Trustees of Tirimoana School is required to comply with the Privacy Act 2020 in all aspects for employees and students in its role as the body with overall responsibility for running the school.

### **PURPOSES:**

To promote and protect individual privacy regarding:

1. The collection use and disclosure of information relating to all employees, students, and families.
2. Access by each individual to information relating to that individual held by the school, for both employees of the school and students at the school.

### **PRIVACY ACT 2020**

The Privacy Act 2020 introduces greater protections for individuals and some new obligations for businesses and organisations.

The changes include the requirement to report serious privacy breaches to the Privacy Commissioner and to affected people.

The Privacy Commissioner has new powers to help people access their own information and to require businesses and organisations to comply with the law.

### **GUIDELINES:**

1. In complying with the provisions of the Privacy Act 2020 each school has at least one privacy officer who deals with requests for personal information, and who, if required liaises with the Privacy Commissioner in any investigations. At Tirimoana School, this role belongs to the Principal.
2. Procedures will be designed to comply with the principles contained in the Privacy Act 2020 which specify requirements in terms of:
  - Principle 1. (updated) Purpose of collection of personal information. (Data minimisation)
  - Principle 2. Source of personal information
  - Principle 3. Collection of information from subject
  - Principle 4. (updated) Manner of collection of personal information
  - Principle 5. Storage and security of personal information
  - Principle 6. Access to personal information
  - Principle 7. Correction of personal information
  - Principle 8. Accuracy etc of personal information to be checked before use
  - Principle 9. Agency not to keep personal information for longer than necessary
  - Principle 10. Limits on use of personal information
  - Principle 11. Limits on disclosure of personal information
  - Principle 12. (New) Disclosing personal information outside New Zealand; 'Cross-Border disclosure'
  - Principle 13. (renumbered) Unique identifiers

### **Legislation**

- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020

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### **Resources**

<https://www.privacy.org.nz/assets/Files/Brochures-and-pamphlets-and-pubs/Privacy-in-Schools-September-2009.pdf>  
<https://www.privacy.org.nz/assets/Privacy-Act-2020-content/2020-A-quick-tour-of-the-privacy-principles-Oct-2020.pdf>

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National Administration Guidelines No. 3

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