



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 everyone 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

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>

National Administration Guidelines No. 3

Policy 7

Review Date: October

20/10/2021

APPENDIX

Privacy Statement: Vaccination Register (Workforce)

Purpose

The purpose of this privacy statement is to inform you about how we will collect, store, use and share your personal information for the purposes of our Workforce Vaccination Register.

Why are we collecting your personal information?

Under the Covid-19 Public Health Response (Vaccinations) Order 2021 (the Order) employees of education services and workers who may have contact with children and students when delivering an education service will be required to be vaccinated against Covid-19.

Education Services are required to maintain an up-to-date register with the vaccine status of all staff.

Where an Education Service is operating in Alert Level 3, employees of education services and workers who may have contact with children and students when delivering an education service will be required to:

- return a negative Covid before physically returning to school
- undergo weekly Covid-19 testing if not fully vaccinated until 1 Jan 2022

Education Services will need to maintain an up-to date register of testing results of all staff.

How will we use your personal information?

Your vaccination and testing status information will enable us to know the vaccination and testing status of all staff to ensure we are complying with the Order, and in the case of an outbreak, respond accordingly.

What personal information will be collected?

We will be collecting the following personal information:

Vaccinations

- Full Name
- MOE Number
- Type of work undertaken
- Contact details (email, phone and residential address)
- Vaccination status
 - Partially vaccinated (Date of Dose 1)
 - fully vaccinated (Date of Dose 2)
 - Exempt (Date of Exemption)
 - No Information Provided (Date of No Information Provided)
- Vaccination Status Unknown

Testing

- Full Name
- Test Number
- Test Result
- Date of Test Result
- Date of Evidence of Test Sighted

Where no information is provided your record in the Vaccine Register will note that no information has been provided.

How will we collect your personal information?

We will collect your personal information directly from you.

How will we keep your personal information safe?

It is important that we keep your vaccination and testing information safe and secure. We maintain a secure environment for the protection of all personal information we hold and use appropriate security safeguards to protect information from loss, unauthorised access, use, or disclosure.

Only authorised staff will have access to the Vaccination Register, and access to the information in the Vaccination Register will only be for authorised purposes.

Sharing of your personal information

We will not share your personal information unless we are required or authorised to do so by law.

In the situation of an outbreak, we may share your personal information with a Public Health Authority for the purposes of planning and implementing appropriate public health responses. Where possible we will only disclose aggregate level information.

We may disclose aggregate level information to the Ministry of Health and the Ministry of Education to assist those agencies monitor and plan covid 19 responses. You will not be identified in any disclosure of information to these agencies.

How long will we keep your personal information?

We will not keep your information for longer than is required for the purposes stated above.

Your rights under the Privacy Act 2020

Under the Privacy Act, you have the right to request a copy of, and correction to, any personal information held by us. You can do this by emailing principal@tirimoana.school.nz or calling the school phone on 09 838 9737.