

ROTORUA INTERMEDIATE SCHOOL BOARD OF TRUSTEES POLICY



THE PRIVACY ACT

Rationale:

Rotorua Intermediate School is committed to complying with the Privacy Act 1993.

Guidelines:

1. The Principal will appoint a staff member to be the school's Privacy Officer.
2. The Principal will institute procedures and guidelines to ensure that the Privacy Act is complied with.
3. The school will, in all its activities and operations comply with the requirements of the Privacy Act including the 12 Privacy Principles which relate to the following:
 - (a) Disclosing the purpose of collection of personal information,
 - (b) Source of personal information,
 - (c) Manner of collection of personal information,
 - (d) Storage and security of personal information,
 - (e) Access and correction to personal information,
 - (f) Accuracy of personal information,
 - (g) Use and disclosure of personal information,
 - (h) Use of unique identifiers,
3. The Principal will make staff aware of their responsibilities under the Privacy Act.

Conclusion:

The collection, use and disclosure of information relating to individuals, and access by individuals to information relating to that individual held by the school, will be handled in accordance with the Privacy Act.

Reviewed: July 2009
Next Review: March 2011
Approved by: Board of Trustees Chairperson: _____ Date: _____

The School will have a set of management procedures that will facilitate compliance with legislation and regulations.

Effectiveness Review:

The review process involved gathering information for making judgments about the extent to which objectives have been achieved, then deciding any further action needed to the revealed successes and weaknesses.

1. *Identify who will be responsible for leading the review, and those to be involved*
2. *Decide a timeframe for the review*
3. *Gather and consider information related to the policy objectives*
4. *Make judgments about achievement and effectiveness of the objectives*
5. *Recommend future actions*
6. *Report*

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