

2. PROCEDURES

2.1 Privacy Procedures

- The Executive Principal will act as Privacy Officer.
- Privacy principles will include:
The storage and security of information, access to personal information, limits on use of information, limits on disclosure, limits on sharing information assigning of unique identifiers, as per the New Zealand Privacy Act 1993.

All staff are expected to observe the following in order to comply with the provisions of the Privacy Act 1 July 1993 and amendments made in the reprint of August 2012.

1. Do not disclose any personal information (e.g. name, address, telephone number, age, and other personal details) to any person or agency without the permission of the person about whom the information is held. This includes the Police, Social Welfare or the media. Such requests must always be referred to the Executive Principal who will deal with the matter.
2. Information relating to a particular person must not be made available for others to see. Please ensure that you do not leave your list of staff addresses and home numbers in any place where students or parents may have access to it.
3. **Keep all students' files, personal information, reports, records and mark books in a safe and secure place at school.** Ensure that computer screens are not left on with files open which may be viewed by students.
4. Do not disclose any comments on reports or testimonials to any other student or person. Such a disclosure may only be done with the student's permission. You may disclose such matters to colleagues for professional reasons and to parents about their child only.
5. Do not reveal any student's marks to another student or to a class. This means that you may not read out marks to a class or place a list of marks with students' names on a notice board.
6. Ensure that students have the opportunity to check their own marks and personal information. You must correct anything that is not accurate.
7. Do not disclose the contents of a student's personal file (held in the Administration Office) to that student without the permission of the Executive Principal. The Executive Principal will decide under the provisions of the Act whether it is in the best interests of the student to have access to that information.
8. Do not discuss any student's behaviour or circumstances with another student or a parent who is not that student's parent.
9. Do not discuss matters related to students or school situations indiscriminately or within the hearing of other students or parents. Confidential matters relating to students, staff or parents should not be discussed openly in the staffroom or a public place where visitors may overhear.
10. Do not publish any student work or details/photos of any students on the internet through a website or any other form of internet communication. All permissions necessary for this to occur must be gained through a member of the ELT.