



LYNFIELD COLLEGE

PRIVACY POLICY

RATIONALE

The Board of Trustees of Lynfield College (the Board), is required to comply with the Privacy Act 1993 in all aspects for employees, and in its role as the body with the overall responsibility for the running of the school.

The College requires accurate personal information in order to communicate with parents, to determine appropriate educational and pastoral support needs, and to complete statistical returns.

PURPOSE

The purpose of this privacy policy is to promote and protect individual privacy with regard to:

- a. *The collection, use, and disclosure of information relating to individuals*
- b. *Access by each individual to information relating to that individual held by the College.*

GUIDELINES

In complying with the provisions of the Privacy Act 1993, the Board will appoint at least one Privacy Officer, (the Principal).

The Board will ensure that correct procedures are used for the collection, use, and disclosure of personal information in the college.

Forms for collecting personal information will include a statement about the purpose, use and disclosure of the information collected. Examples of the types of forms that this relates to are applications for appointment, student record cards, enrolment information, information about employees and information about pupils and parents.

All reasonable care is taken in the collection, storage and security of information collected by the College. Individuals have the right of access to personal information through the Principal. At the discretion of the Principal, under Section 76 and 77 of the Education Act 1989, this information may be shared with the following groups or professions:

- *Lynfield College teaching and support staff*
- *Group Special Education staff*
- *Lynfield College Registered Nurse*
- *Ministry of Education*
- *Ministry for Vulnerable Children*
- *New Zealand Police*
- *New Zealand Immigration Service*
- *Other professionals approved by the Principal.*

Parents who do not wish personal information to be released should contact the Principal in writing.

PRINCIPLES

The following Principles as outlined in the Privacy Act 1993 guide our practice:

- **Principle 1, Principle 2, Principle 3 and Principle 4** govern the collection of personal information. This includes the reasons why personal information may be collected, where it may be collected from, and how it is collected.
- **Principle 5** governs the way personal information is stored. It is designed to protect personal information from unauthorised use or disclosure.
- **Principle 6** gives individuals the right to access information about themselves.
- **Principle 7** gives individuals the right to correct information about themselves.
- **Principle 8, Principle 9, Principle 10 and Principle 11** place restrictions on how people and organisations can use or disclose personal information. These include ensuring information is accurate and up-to-date, and that it isn't improperly disclosed.
- **Principle 12** governs how 'unique identifiers' such as IRD numbers, bank client numbers, driver's licence and passport numbers, can be used.

Signed on behalf of the Lynfield College Board of Trustees:

Chairperson Date

YEARLY REVIEW CYCLE | REVIEWED AUGUST 2017 | NEXT REVIEW AUGUST 2019

ASSOCIATED DOCUMENTS

It is expected that there are processes in place which reflect the guidelines of the Privacy Policy. These will include the following:

- *Privacy Procedures Checklist*
- *The Privacy Act 1993*
- *Harmful Digital Communications Act 2015*
- <https://privacy.org.nz/new-and-publications/guidance-resouces/information-privacy-principles/>