



Aidanfield Christian School

Board of Trustees

Board Procedure - Privacy

Introduction

The Aidanfield Christian School Board will ensure that the Privacy Act (2020) requirements as they apply to staff will be implemented through management procedures.

The Privacy Act came into effect on 1 July 1993 and was reviewed in 2020.

The Privacy Act 2020 has 13 privacy principles that govern how Aidanfield Christian School should collect, handle and use personal information.

Guidelines

1. The Principal is the Privacy Officer.
2. Specifically, the Act Provides for:
 1. The right of the individual to demand access to all information held about them.
 2. The right of the individual to know what information is held about them, who is holding it, and why it has been collected and is to be held.
 3. The right of the individual to correct any inaccurate information.
 4. An obligation on all holders of information to use due care and accuracy when dealing with information held.

Personal information can only be used for the express purpose for which it was provided by the individual. To comply with the Act the school must clearly tell individuals providing personal details the purpose for which the information is required - and then only use it for that purpose.

3. The Core of the Act is 13 Information Privacy Principles
 1. Personal information shall not be collected unless the information is collected for a lawful purpose connected with the function of the school and is necessary for that purpose.
 2. Personal information must be collected directly from the person concerned unless
 - i. the person concerned gives permission.
 - ii. collecting it in another way would not prejudice the person's interests.
 - iii. collecting the information from the person directly would undermine the purpose of collection.
 - iv. the information is from a publicly available source.
 3. The school should take reasonable steps to ensure that the information used is accurate, up to Individuals must be made aware of the purpose of collection of the information, the intended



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recipient of the information, their right of access to and correction of personal information and what will happen if they do not give you the information.

4. Personal information may not be collected by unlawful, unfair, or intrusive means and particular care must be taken when collecting personal information from children and young people.
5. Information must be reasonably protected against loss, disclosure and misuse. This includes limits on employees browsing of other people's information.
6. An individual is entitled to access information concerning that individual.

Exceptions:

- i. where a person is under 16 the request may be refused on the grounds that it is not in their interest to see the material.
- ii. "Evaluative Material" does not have to be disclosed. This includes material supplied in connection with determining suitability for employment, or the awarding of an award, or scholarship.

Further exceptions could be, for example, if releasing the information could:

- iii. endanger someone's safety.
 - iv. create a significant likelihood of serious harassment.
 - v. prevent the detection or investigation of a crime.
 - vi. breach someone else's privacy.
7. An individual is entitled to request the correction of material held. The material must then either be corrected, or the request for correction must be stored together with the material to be corrected.
 8. Date, complete, relevant and not misleading before the information is used.
 9. Information shall not be kept for longer than is required for the purposes for which the information may lawfully be used.
 10. Information collected for one purpose cannot be used for any other purpose. Exceptions:
 - i. information is publicly available.
 - ii. alternate use is authorised by individual.
 - iii. issue of public health, safety.
 - iv. statistical purposes.
 11. Personal information can only be disclosed in limited circumstances. For example, if:
 - i. a disclosure is one of the purposes for which you got the information.
 - ii. the person concerned authorised the disclosure.
 - iii. the information will be used in an anonymous way.



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- iv. disclosure is necessary to avoid endangering someone's health or safety.
 - v. disclosure is necessary to avoid a prejudice to the maintenance of the law.
12. Personal information can only be sent to someone overseas if the information will be adequately protected. For example:
- i. the receiving person is subject to the New Zealand Privacy Act because they do business in New Zealand.
 - ii. the information is going to a place with comparable privacy safeguards to New Zealand.
 - iii. the receiving person has agreed to adequately protect the information – through model contract clauses, etc. If there are not adequate protections in place, personal information can only be sent overseas if the individual concerned gives you express permission, unless the purpose is to uphold or enforce the law or to avoid endangering someone's health or safety.
13. Information shall not be stored in a manner that requires the use of a unique identifier unless necessary for the efficient functioning of the school. If a unique identifier is assigned to people, the risk of misuse (such as identity theft) must be minimised.

Board Chair Sign:

Adopted On:

June 2021

Date of Review:

June 2024