

POLICY ON PRIVACY ACT

Policy Statement

Each Board of Trustees is required to comply with the provisions of the Privacy Act, 1993 in all aspects as they relate to employees and students.

Purposes

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 person held by the school

Guidelines

1. The Board of Trustees will appoint the Principal as Privacy Officer
2. Procedures will comply with the principles which specify requirements in terms of:
 - The purpose of collection of personal information
 - The source of personal information
 - The provision of full information to the subject
 - The manner of collection
 - The storage and security of information
 - Access to personal information
 - Obtaining personal information held about them
 - Checking on accuracy
 - The holding of information no longer in use
 - Limits on use of information
 - Limits on disclosure
 - Assigning of unique identifiers

Adopted 25 June 2001
Reviewed 21 October 2008