

# Policy: Privacy

## Policy Statement

Manurewa High School recognises its responsibility to comply with the provisions of the Privacy Act 1993

## Procedural Guidelines

- The Privacy Officer is the Principal.
- Requests for information about students will be referred to the Principal/Guidance Counsellor/ Deputy Principals who will establish authenticity of request and release information where appropriate under the act.
- Staff are permitted to view their personal files. They are to make appropriate arrangements for this with the Business Manager.
- Any information about any staff member (requested by a third party) will be provided in the first instance to the staff member, unless written or verbal authority is given by that staff member that the information may be provided directly to the person who requested it.
- Address and phone number details for staff and students will not be released or be sold to third parties.
- Care will be taken that information requested from staff, and held by the school, continues to be relevant to the purposes of the school. Staff data will be updated regularly.
- All information collected will be used only for the purpose intended.
- Any personal information the School holds is stored in a secure way.

Review schedule: March 2019

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	27 June 2001	Chairperson	M J Bailey

<b>REVIEWED/AMENDED</b>	Date	30 July 2003	Chairperson	M J Bailey
<b>AMENDED</b>	Date	29 June 2005	Chairperson	S Smith
<b>REVIEWED</b>	Date	24 September 2008	Chairperson	S Smith
<b>AMENDED</b>	Date	26 September 2011	Chairperson	S Smith
<b>AMENDED</b>	Date	21 March 2016	Chairperson	S Smith
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....
<b>REVIEWED/AMENDED</b>	Date	.....	Chairperson	.....