

Policy: Privacy Act

Policy Statement

The Manurewa High School Board of Trustees acknowledges that it is required to comply with the provisions of the Privacy Act 1993 in all aspects as they relate to employees and students. They recognise the purpose to promote and protect individual privacy with regard to:

- (i) The collection, use, and disclosure of information relating to individuals.
- (ii) Access by each individual to information relating to that person held by the School.

Procedural Guidelines

- The Privacy Officer at Manurewa High School will be the Principal or person acting in this capacity.
- Procedures will be developed to assist the Privacy Officer in the task of ensuring that there is full adherence to the principles contained in the Act.
- 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

Review schedule: **May 2023**

ADOPTED BY BOARD OF TRUSTEES				
Date	27 August 2003	Chairperson	M J Bailey	
REVIEWED	Date 29 June 2005	Chairperson	S Smith	
REVIEWED	Date 24 September 2008	Chairperson	S Smith	
REVIEWED	Date 26 September 2011	Chairperson	S Smith	
AMENDED	Date 28 November 2016	Chairperson	S Smith	
REVIEWED/AMENDED	Date 25 May 2020	Chairperson	S Smith	

