

John Paul College Policy

PRIVACY

RATIONALE:

The Board of Trustees is required to comply with the Privacy Act 1993 in all aspects for employees, students and parents and in its role as the body with the overall responsibility for the operation of the College.

PURPOSE:

1. To promote and protect individuals with respect to the collection, storage and use of information relating to those individuals.
2. To provide access by each individual to information collected about them.

GUIDELINES:

1. The Board will appoint as Privacy Officer the Board of Trustee Secretary to ensure information remains confidential and complies with privacy principles.
2. Procedures will be developed by the Principal to assist the Privacy Officer in their task of ensuring that the Principal and Staff adhere to the principles contained in the Act in all aspects of their work for the Board and the school.
3. The procedures will be designed to comply with the principles contained in the Privacy Act 1993 which specify requirements in terms of:
 - Purpose of collection of personal information
 - Source of personal information
 - Collection of information from the subject
 - Manner of collection of personal information
 - Storage and security of information
 - Correction of personal information
 - Accuracy of personal information to be checked before use
 - The College will not keep personal information for longer than necessary
 - Limits on the use of personal information
 - Limits on the disclosure of personal information
 - Unique identifiers

4. With regard to developing procedures, the Board should ensure that there are procedures for the collection, use and disclosure of information relating to all individuals associated with the school. This means that all forms, which collect personal information, should contain information about the purpose, use and disclosure of the information collected. Examples of the types of forms that this will relate to are applications for appointment of staff, student record cards, enrolment information, information about pupils and parents. The Board reserves the right to consult with previous employers for the past five years when considering appointments.

Ratified by Board



Signed for B.O.T Chair

28.10.2013

Date

Next Review

Signed for B.O.T

2016