

ST JOSEPH'S SCHOOL TIMARU

PRIVACY PROCEDURE



At St Joseph's School we acknowledge that Catholic education, centred on a daily encounter with Jesus; is part of a life long process leading to a full and rewarding life.

The Board of Trustees is required to comply with the Privacy Act 1993 and from 1 December 2020 the Privacy Act 2020 in all aspects for employees, and in its role as the body with overall responsibility for the running of the school.

PURPOSE

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 individual held by the school.

GUIDELINES

1. In complying with the provisions of the Privacy Act 1 December 2020, the Board will appoint at least one Privacy Officer.
2. Procedures will be developed by the Board to assist the Privacy Officer in his/her task of ensuring that the Board and Staff adhere to the principles contained in the Act in all aspects of their work for the Board.
3. The procedures will be designed to comply with the principles contained in the Privacy Act 1 December 2020 which specify requirements in terms of -
 - purpose of collection of personal information
 - source of personal information
 - collection of information from subject
 - manner of collection of personal information
 - storage and security of information
 - access to personal information
 - correction of personal information
 - accuracy etc of personal information to be checked before use
 - length of time information to be kept
 - limits on use of personal information
 - limits on disclosure of personal information
 - unique identifiers.

NOTE: For most purposes the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with greatest respect.

4. The Board will make these procedures known to staff and will review the procedures as part of its regular review cycle.

Procedure Adoption: September 2020

Resource Manager
Privacy Officer

Next Review Due: 2023

Please Note

A new Privacy Act will take effect from 1 December 2020.

The Privacy Act 2020 (the Act) repeals and replaces the Privacy Act 1993.

The Act strengthens privacy protections. It promotes early intervention and risk management by agencies (the name used for any organisation or person that handles personal information) and enhances the role of the Privacy Commissioner.

ST JOSEPH'S SCHOOL PRIVACY PROCEDURE Appendix

Definitions

1. "Personal Information"
 - a. is any information about an identifiable living individual
2. "Agent"
 - a. means an agent authorised in writing
3. "Prospective Student"
 - a. means a person who provides personal information to St Joseph's School with a view to enrolling as a student at St Joseph's School and has never been and does not enrol at St Joseph's School.
4. "Privacy Officer"
 - a. means the Office Manager, St Joseph's School

Collection of Personal Information

1. **Personal information**
 - a. St Joseph's School will not collect personal information unless:
 - i) The information is collected for lawful purposes connected with a function or activity of St Joseph's School; and
 - ii) The collection of the information is necessary for that purpose
 - b. When St Joseph's School collects personal information it will collect it directly from the individual concerned or in the case of a student or prospective student, from an adult with authority to provide that information. The exceptions set out in Information Privacy Principle 2(2) apply.
 - c. When St Joseph's School collects personal information directly from the individual concerned it must comply with Information Privacy Principles 3 and 4.
2. **Staff**
 - a. St Joseph's School will keep all personal information that it holds or obtains about a staff member in a personal file for that staff member.
 - b. St Joseph's School will keep a staff member personal file for 7 years after the end of the employment relationship between it and the staff member. At the end of that period the staff member's personal file will be destroyed unless there is a good reason why it should not be.

3. **Students**

- a. St Joseph's School will keep a personal file for each student that includes the following personal information -
 - i) Full name and address
 - ii) Date of birth
 - iii) Identification number, if any, assigned by St Joseph's School
 - iv) Citizenship or residency status in New Zealand
 - v) Ethnicity (required for Ministry of Education purposes)
 - vi) Immunisation status
 - vii) Previous dental clinics attended
 - viii) Home address and phone number
 - ix) Home address and phone numbers, and other contact information for parents and caregivers
 - x) Any information about custody orders or other legal issues that have bearing on the student and his/her relationship with the school
 - xi) Information about previous schooling, including previous schools attended, achievement information, special education needs and social and behavioural needs, and information about previous suspensions or exclusions from schools
 - xii) Information about health needs required for the school to give proper care to the student
 - xiii) The progress of the student at St Joseph's School (including the principal results achieved by the student) in his or her course of study
 - xiv) Particulars of any education special needs, the support given and the outcomes
 - xv) Particulars of any incidents of inappropriate behaviours and the actions taken as a consequence
 - xvi) Records of payments for school activities
 - xvii) Such other information as must be kept so that St Joseph's School can fulfil its obligations to provide appropriate education, care and support for the student
 - xviii) Any other information the Ministry of Education requires the school to collect.

4. Access to and Correction of Personal Information

- a. Any staff member, student, prospective student or their agent may request access to all personal information about themselves held by St Joseph's School other than evaluative material and other material that is subject to exception under the Information Privacy Principles in the Privacy Act 2020.
- b. If such a request is made then St Joseph's School will provide the person making the request with access to that information, either by providing a copy or allowing viewing of the personal information, within a reasonable time.
- c. Anyone is entitled to request correction of their own personal information other than evaluative material and other material that is subject to exception under the Information Privacy Principles in the Privacy Act 2020.
- d. Where such a request is made St Joseph's School will decide whether or not to correct the personal information. Once it has decided St Joseph's School will inform the staff member, student, prospective student or their agent of its decision.
- e. If St Joseph's School decides not to correct the person's personal information then it will inform the person of their right to have their request and St Joseph's refusal noted on their personal file.
- f. If a person decides to exercise this right then St Joseph's School will note then the person's request and St Joseph's School refusal on the person's personal file.

5. Requests for Personal Information

- a. St Joseph's School will not disclose personal information that it holds about any individual to any person, body or agency unless one of the exceptions in Principle 11 of the Information Privacy Principles applies.

6. Complaints

- a. Any St Joseph's School staff member, student or prospective student may complain to St Joseph's School that there has been a breach of the Privacy Information Principles in relation to themselves.
- b. If a complaint is made whether orally or in writing to a staff member by any individual regarding their own personal information then the staff member shall endeavour to resolve the complaint directly with the person concerned.
- c. If the complaint is not resolved then the staff member shall refer the complainant to the School's Privacy Officer.

- d. On receipt of a complaint, the Privacy Officer will ascertain the nature of the complaint and endeavour to bring about a resolution to the complaint.
- e. This procedure does not affect any rights the complainant might have under the Privacy Act 2020.