



# MARIST CATHOLIC SCHOOL

## PROCEDURE: **Privacy**

Marist Catholic School, as part of its Special Catholic Character, seeks at all times to support the development of all people to fulfil their full potential as creations of God and tangata whenua of Aotearoa New Zealand.

### **Guidelines**

The Board of Trustees / School will establish the following procedures to comply with the principles contained in the Privacy Act 1993.

1. A Privacy Officer will be appointed who will encourage compliance, access and correction requests and comply with the Privacy Act 1993.
2. Personal information will be collected for lawful purposes only. The purpose must be connected with the function of Marist Catholic School, Herne Bay.
3. Personal information about adults will be collected from the individual concerned unless it is otherwise publicly available.
4. Personal information about students will be collected from the individual concerned unless it is otherwise publicly available or consented to by parents, ie via children.
5. The Board of Trustees will ensure that each individual is aware that the information is being collected, why it is required, how it will be used and where it will be stored.
6. Student records from a previously attended educational institute may also be collected, for a lawful purpose only. The same records may be passed on to another educational institution as long as the student is enrolled there.
7. Private information collected on staff is confidential to the Principal and the individual concerned.
8. Appraisal information is confidential to the Principal, Associate Principals and the individual concerned.
9. a) All information will be securely stored and protected against loss, unauthorised access, use, modification or disclosure (as far as reasonably possible).  
b) Data held on individuals is accessible by themselves only and they have the right to request this information and the right to change / alter it if it is proved incorrect or, if refused, to attach their version of events. (Forms to request this personal information are available on request).
10. The classroom teacher is responsible for the confidentiality of information held on children and will divulge such information only to parents / guardians.
11. Information held on parents / guardians is not to be divulged without their permission.
12. Information should only be held for as long as there is a purpose for its retention, after which it will be disposed of, except in the case of financial records which must be kept for a minimum of seven years.
13. Data held on computer, is only accessible to specified personnel, eg teacher of class, secretary, principal. Care will be taken with access and viewing of this data in the office.
14. Special Services Personnel, such as Special Education, Police, Health and Children Young Persons and their Families officials will have access to children's information only when appropriate consent is obtained prior to its release.
15. a) Information held, should be used only for the purposes for which it was collected. If there is no purpose, it should not be collected.  
b) Unique identifiers are not to be assigned unless it is necessary for the Board of Trustees to carry out their function.