NAG 6.1

Policy: Privacy Act

Policy Statement

The Jireh Christian 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 of Jireh Christian School will be the Principal.

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: Triennially

ADOPTED BY BOARD OF TRUSTEES

Date 12th September 2017 Chairperson **R Thornton (Acting)**

Reviewed Date Chairperson