

## Policy: Privacy

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### Policy Statement

Jireh Christian School recognises its responsibility to comply with the provisions of the Privacy Act 1993.

### Procedural Guidelines

- The Privacy Officer is the Principal.
- Privacy principles will include:
- The storage and security of information, access to personal information, limits on use of information, limits on disclosure, limits on sharing information assigning of unique identifiers, as per the New Zealand Privacy Act 1993.
- Requests for information about students will be referred to the Principal who will establish authenticity of request and release information where appropriate under the Act.
- Staff are permitted to view their personal files. They are to make appropriate arrangements for this with the Principal.
- Any information about any staff member (requested by a third party) will be provided in the first instance to the staff member, unless written or verbal authority is given by that staff member that the information may be provided directly to the person who requested it.
- Address and phone number details for staff and students will not be released or be sold to third parties.
- Care will be taken that information requested from staff, and held by the school, continues to be relevant to the purposes of the school. Staff data will be updated regularly.
- All information collected will be used only for the purpose intended.
- Any personal information the School holds is stored in a secure way.

Review schedule: Triennially

<b>ADOPTED BY BOARD OF TRUSTEES</b>			
Date	12 <sup>th</sup> September 2017	Chairperson	<b>R Thornton (Acting)</b>
Reviewed Date	17 <sup>th</sup> October 2017	Chairperson	<b>W Peat</b>