



PRIVACY POLICY

Purpose

The Board of Trustees of St. Hilda's Collegiate School is required to comply with the Privacy Act 2020 (the Act) and safeguard information and operate under good practice guidelines when handling personal information. Personal information is information that identifies an individual or could identify an individual.

Policy Objective

To promote and protect individual privacy with regard to:

- (a) the collection, use, and disclosure of information relating to individuals.
- (b) access by an individual to information relating to that individual held by the College.

Guidelines

1. In complying with the provisions of the Act, the Board will appoint a Privacy Officer. The role of the Privacy Officer is to:
 - Ensure compliance with the Act;
 - Deal with requests made under the Act; and
 - Function as the point of contact with the Privacy Commissioner as required.
2. Procedures and guidelines will be developed to assist the Privacy Officer in his/her task of ensuring that the Board and Staff adhere to the principles contained in the Act.
3. The procedures will be designed to comply with the principles contained in the Act which specify requirements in terms of:
 - Purpose for collection
 - Source of information
 - What to tell an individual
 - Manner of collection
 - Storage and security
 - Access
 - Correction
 - Accuracy
 - Retention
 - Use
 - Disclosure
 - **Disclosure outside New Zealand**
 - Unique identifiers

4. This policy does not limit or exclude a person's rights under the Act.
Related Documents:

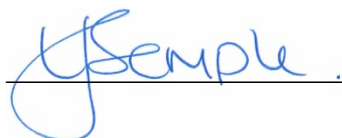
- St. Hilda's Collegiate School Privacy Guidelines
- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989
- Cyber Safety Procedures & documents

This policy will be reviewed as required or biennially.

Policy Adopted: 28 September 2017 (Date)

Reviewed: 15 March 2021 (Date)

Signed:

A handwritten signature in blue ink, appearing to read "J Semple", is written over a horizontal line.

(Chair, Board of Trustees)