



## **PRIVACY PROCEDURE**

### **RATIONALE**

Wellington Seventh-day Adventist School promotes and protects the privacy of all individuals associated with the school. We follow the key principles of the Privacy Act 2020, which describe how we may collect, use, store, and dispose of personal information. The Office of the Privacy Commissioner administers the Act and encourages best practice.

### **GUIDELINES**

1. In complying with the provisions of the *Privacy Act*, the Board has appointed the Principal as Privacy Officer. Notwithstanding it shall be the entitlement of the Principal to delegate specific tasks to his/her staff who will adhere to the principles contained in the *Act* in all aspects of their work for and on behalf of the school.
2. All procedures undertaken within the school will comply with the principles contained in the *Privacy Act* which specifies 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 personal information
  - access to personal information
  - correction of personal information
  - accuracy of personal information to be checked before use
  - personal information not to be kept for longer than necessary
  - limits on use of personal information
  - limits on disclosure of personal information
  - unique identifiers shall only be undertaken in accord with the Provisions of the Act.
3. All information held by the school, consistent with the provisions of the *Privacy Act*, shall be stored securely.
4. All procedures in respect of compliance with the *Act*, including requests for personal information, shall be consistent with the NZSTA document entitled *Guidelines to Board of Trustees ~ Privacy Act*.

**Review Responsibility:** *Principal, DP, BOT Staff Rep. OM, & Board Chairperson*

**Date Confirmed:** 30 September 2021

**Principal:**