



Richmond Road School

Privacy Policy

The privacy policy enables us to promote and protect the privacy of all individuals associated with the school, i.e. students, staff, parents, and any others. The policy follows the key principles of the Privacy Act 2020, which describes how we may collect, use, and store personal information. The Act also created the position of Privacy Commissioner to administer it. Among the many functions of the Privacy Commissioner's Office is that of investigating any alleged breaches of the Privacy Act.

We've used the word "parent" throughout this section to refer to parents and guardians.

Each school has a privacy officer who deals with requests for personal information, and who, if required, liaises with the Privacy Commissioner in any investigations. At this school, the role belongs to the office manager.

The policy gives us guidelines about:

- how we collect and store information, what information we collect and how we use and disclose information about individuals Including AI use and privacy data and identifiable information
- how individuals may access information relating to them, that is held by the school
- how to manage the **rights of parents** regarding information about their child. It is important that staff understand the school's information management and confidentiality guidelines. This is particularly important to guard against situations where information is not shared, resulting in a child being placed at risk.

Legislation

- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020

Privacy Guidelines

The Privacy Act 2020 is primarily concerned with good information handling practices, and is made up of 12 information privacy principles. The following guidelines apply these principles.

Guidelines for collecting, using, and storing personal information

When we collect personal information about an individual, we make known the purpose of collecting it, who will have access to it, and whether it is compulsory or optional information.

We advise that individuals have the right to request access to, and correction of, their personal information.

We only collect personal information for purposes connected with the function of the school, and only when it is:

- directly from the person concerned, or, if a student, their parent or guardian, unless it is publicly available from elsewhere, or the person's interests are not prejudiced when we collect the information from elsewhere in a transparent and respectful manner.
- We have reasonable safeguards in place to protect personal information from loss, unauthorised access, use, or disclosure. These safeguards include the use of individual logins for computers, and lockable filing cabinets. We may require volunteers and third party contractors to sign confidentiality agreements.
- If an individual wants access to information we hold about them, we provide it. Individuals may request correction of this information or, when not corrected, that a record of the request is attached to the information.
- We take reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.
- We only keep information for as long as it is needed, and for the purposes for which it was obtained. When a student moves to a new school and their records are requested, we forward the relevant information that we hold.
- Information is only used for the purposes for which it was obtained except in certain circumstances (for example, for statistical purposes where the person's identity is not disclosed).
- We safeguard students' information and we do not release that information to third parties unless we are allowed, or required, to release information by law. This covers disclosure to persons other than those able to legitimately access material about their own children.

As a general rule, information about any person is not given to a third party without the person's knowledge, unless:

- the information is already publicly available
- it is being passed on in connection with a purpose for which it was obtained, for example, to the student's new school.
- the right to privacy is overridden by other legislation

<https://www.privacy.org.nz/>

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