



## Rationale

The Botany Downs Secondary College School Board is required to comply with the Privacy Act 2020 and the Official Information Act 1982 in all aspects for employees and students, and in its role as the body with the overall responsibility for the running of the college.

## Purpose

The purpose of this policy is to promote individual privacy regarding:

- Collection, use and disclosure of information relating to individuals.
- Access by each individual to information relating to that individual held by the college.

In complying with the provisions of the Privacy Act 2020, the Board will appoint at least one Privacy Officer.

The Privacy Officer's duties are to:

- Encourage compliance with the privacy principles.
- Manage and update staff and student information.
- Notify the Privacy Commissioner and the affected individual as soon as practicable after becoming aware of a privacy breach that poses a risk of serious harm.
- Assist the Privacy Commissioner in relation to investigations of complaints.
- Ensure compliance with the Act.
- Inform the Principal and School Board immediately on notification of a privacy breach.

## Definitions

- Personal information (as defined in both the Official Information Act and the Privacy Act) is any information held about an identifiable individual or person.
- Personal Information that could be requested:
  - Address
  - Telephone Number
  - Family Status or Marital Status
  - Residence Status
  - Reports
  - Individual academic results (privy only to that student, the designated guardian or educational institution with consent from the student and/or guardian)
  - Personal details such as age, ethnicity, medical condition, or medical history, psychological or Special Education reports, behavioural, discipline and attendance records.
  - Any information held by the college which was collected or developed by the college. This does not include information held by the college on behalf of other government departments or organisations such as Special Education or Ministry of Education etc. In these cases, the request must be referred to the other organisation.

# Privacy Guidelines

- Purpose and Collection of Personal Information:  
Only information that is necessary for the lawful operation of the secondary college will be collected from employees and students.
- Employment Applications & References (Employees):  
The Board would expect all applicants to give their permission to the school to contact referees by phone or through a written report or both. Such permission will be sought through the application process. Information received remains confidential and will be destroyed if the applicant is not appointed to a position at Botany Downs Secondary College.

## Associated Policies/Procedures

CCTV Surveillance Procedures

Human Resources Policy

Protected Disclosure Policy and Procedures.

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## Review Schedule

Triennially

	NEW/REVIEWED
Initial table of document	May 2021

<b>Board Chair</b> Name	Lauren Albrey
Date	31 May 2021