



SCHOOL POLICY: PRIVACY OFFICER

Rationale

The Board of Trustees of Orini Combined School is required to comply with the Privacy Act 1993 in all aspects for employees, and in its role as the body with overall responsibility for the running of the school.

The Privacy Act 1993 is an Act designed to promote and protect individual privacy and in particular, to establish certain principles with respect to;

- a) The collection, use, and disclosure, by public and private sector agencies, of information relating to individuals, **and**
- b) Access by each individual to information relating to that individual and held by public and private sector agencies.

Guidelines

1. PRIVACY OFFICER:

The Board Chair and School Principal hold the position of Privacy Officers.

The Privacy Officer will...

1. Encourage compliance with the information privacy principles.
 2. Deal with requests made pursuant to the Act.
 3. Work with the Privacy Commissioner in relation to investigations conducted regarding complaints.
 4. Otherwise ensure compliance by the school with the provisions of the Act.
2. The school will ensure that the Privacy Officers have enough resources to carry out their responsibilities properly.
 3. The names of the Privacy Officers will be publicised annually within the school organisation.
 4. Should the Privacy Officers be unable to assist a person with issues of privacy, the person will be referred to the Privacy Commissioner (Government Body), who may provide guidance, including written information. (*Note:- It is not the role of the Commissioner to provide legal advice or guidance on a hypothetical situation.*)
 5. The school is in its rights to have more than one Privacy Officer.
 6. All members of the School Management Team, including the Board of Trustees, will have knowledge of the Information Privacy Principles and the Privacy Act.
 7. Should a person complain to the Privacy Commissioner that the school has caused an interference with his or her privacy, the Privacy Commissioner or one of his/her staff, may contact the Privacy Officer/s of the school, to discuss the complaint and work towards



‘Combined Learning for Personal Excellence’

settling the matter. The Privacy Officer/s will need to provide whatever assistance is necessary.

Note:-

1. This policy should be read in conjunction with School Policy 03, Protected Disclosures.

PRINCIPAL

BOARD CHAIR

Dated: May 18, 2015