



PRIVACY GUIDELINES

RATIONALE

To promote and protect individual privacy with regard to:

1. The collection, use, and disclosure of information relating to individuals.
2. Access by each individual to information relating to that person held by the school.

GUIDELINES

Privacy Act

1. The Board of Trustees will appoint a Privacy Officer.
2. Procedures will be developed to assist the Privacy Officer in the task of ensuring that there is full adherence to the principles contained in the Act.
3. Procedures will comply with the principles which specify requirements in terms of:
 - The purpose of collection of personal information
 - The source of personal information
 - The provision of full information to the subject
 - The manner of collection
 - The storage and security of information
 - Access to personal information
 - Obtaining personal information held about them
 - Checking on accuracy
 - The holding of information no longer in use
 - Limits on use of information
 - Limits on disclosure
 - Assigning of unique identifiers

Confidentiality

1. All information shall be treated in a manner suitable to the content. If it is of a confidential nature, it shall remain so, among the Board of Trustees, the Principal and the individuals concerned.
2. The trust and goodwill among Board of Trustees, Staff and Parents of Winton School will be maintained by an open sharing of information, but all need to appreciate that some information and knowledge will remain confidential.
3. Written material of a confidential nature shall be stored in the locked Principal's filing cabinet, or the Administration Office area.
4. Sensitive issues shall be dealt with at a suitable venue, with the public excluded "In Committee' according to the statutory requirements of Section 48 of the Local Government Official Information and Meetings Act 1987.