



St Andrew's College

## **GENERAL**

### **PRIVACY**

#### **Rationale**

The College should have clear policies and rules in respect of information that is held about people within the organisation or publicised about the organisation and people within the organisation.

#### **Purpose**

To ensure compliance with the Privacy Act 1993 and other relevant legislation in relation to the collection, storage, access, publishing and use of personal information about the College, staff, students and their families or caregivers.

#### **Guidelines**

##### **Information held by the College**

1. In all aspects of gathering, storage, access and use of personal information the procedures of the school shall comply with legislative requirements.
2. The Executive (senior management) will have in place procedures that clearly spell out the school's position regarding information collected and held relating to staff and both day and boarding students and their families/caregivers. These procedures will reflect the St Andrew's College philosophy of a school/parent partnership and this will apply to all staff.
3. The General Manager (Operations) will be the school appointed Privacy Officer.
4. All personal information whether electronic or hard copy will be maintained in a secure manner. Best practice will be followed in terms of security, backup and access.
5. Information collected relating to the student will be used to provide for the educational and general advancement of the student and for the purpose of carrying out the activities of the College.

Any information collected by the College may be provided to education authorities (under Section 7 (4) of the Privacy Act 1993) or to the student, parent, caregiver or guardian at the College's discretion. The College may also release this information to parties outside the College at the discretion of the Rector where it relates to the education, health, welfare or safety of the student.

**a) The College may also use the private information it acquires and collects to enable the College to:**

- The College may publish assessment results.
- The College may celebrate the successes of its students present and past, by publishing their work, awards and names.
- The College will publish a parent directory each year, available to staff (and formally-appointed management groups such as clubs, with permission).
- The College may use information gathered about the family/caregiver or any other party that pays the fees for the purposes of credit checking and debt collection.
- The College will annually seek authorisation to publish images of a student.

**b) The following procedures will also apply:**

- Where the College becomes aware of information of a nature that affects the student's performance within the school or their or another individual's wellbeing then, at the discretion of the Rector or a nominated representative, that information may be disclosed to the family/caregiver of that student.
- Information held by a health professional employed by the school shall be managed in terms of the Privacy Health Code of Practice.
- Where the health professional becomes aware of information that puts the student's or another's wellbeing seriously at risk then that information may be disclosed to the student's family/caregiver at the discretion of the health professional.
- Where the health professional becomes aware of information regarding a staff member that raises doubts about the staff member's competency or potentially their employment, the health professional will advise the staff member that this issue must be reported to the Rector and will refer the staff member to another health professional outside the school.
- Information regarding a student's wellbeing and performance will be distributed as necessary amongst those staff requiring the information. Staff will be advised of its confidentiality.

- The college may disclose information held by it where the disclosure of the information is necessary to prevent or lessen a serious threat to public health or public safety; or the life or health of the individual concerned or another individual.
- The college may report to Child Youth and Family or the NZ Police that any child or young person (whether a student at the college or otherwise) has been, or is likely to be, harmed (whether physically, emotionally, or sexually), ill-treated, abused, neglected, or deprived. The Student Protection Procedure outlines the steps to be taken in these situations.

**c) Publication of material about the College by staff and pupils**

- The making of audio or visual recordings either on-site or at College activities off-site and not in a public place is prohibited unless those recorded have given their consent or the College has given approval.
- Parents making audio or visual recordings of their own children in the course of College activities are exempted from guideline 6.
- The College absolutely prohibits any visual recording that is of an intimate nature as defined in the Crimes Act and any material that amounts to an objectionable publication under the Films, Videos and Publications Classifications Act.
- No pupil or staff member shall publish any audio or visual recordings, including postings on the internet, which depict students or staff of the College on-site or at school activities off-site, without the express consent of the Rector or the Principal of the relevant school.
- No pupil or staff member may export from the College computing system any material that is inappropriate, illegal, pornographic, offensive or in any way brings the school into disrepute.
- Where the College becomes aware of breaches of the policy, the Privacy Officer will take all necessary steps to have the material removed and take appropriate action against the person(s) responsible for the breach of this policy.

Review Leader: David Evans

Date Reviewed: January 2016 (based on previous policy, with small amendments)

Ratified: July 2016

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