

WAIHEKE ISLAND STEINER SCHOOL

Privacy Policy and Guidelines

Waiheke Island Steiner School collects information in order to effectively and properly operate the school. All information collected is subject to the Privacy Act and our school follows the 12 Privacy Principles¹ outlined in the Act. Our privacy policy outlines:

- What information we collect, how we collect and store information, how we use and disclose information about individuals, how individuals may access information relating to them that is held by the school and outlines the rights of parents regarding information about their child.

Our school:

- Only collects information that is necessary to collect to run the school ;
- Only collects information from the person directly, or their parent/guardian, unless it is available publicly from elsewhere and it does not prejudice that person or it is necessary to comply with legislation.
- When information is collected about a person that person is informed of the purpose of collecting the information, whether it is compulsory information or not and who can access that information.
- 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 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.privacy
- 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

¹ <https://www.privacy.org.nz/the-privacy-act-and-codes/privacy-principles/>

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).
- Content of discussions about students and parents remains confidential.
- 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 over-ridden by other legislation
- it is necessary for the protection of individual or public health and safety.

Ratified by Trust

Signed:

Date:

A handwritten signature in black ink, appearing to be a stylized name, possibly 'C. J. Smith'.

9 March 18