



Devon Intermediate School
Te Kura Takawaenga o Ngāmotu

PRIVACY ACT POLICY

No 606

Rationale

Each Board of Trustees is required to comply with the provisions of the Privacy Act, 2020 in all aspects as they relate to employees and students.

Policy Statement

The Board of Trustees will follow the provisions of the Privacy Act to promote and protect individual privacy with regard to:

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

Policy Guidelines

- The Board of Trustees will appoint a Privacy Officer, confirmed annually.
- 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.
- 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
- All staff, including teachers and non-teaching staff will be made aware of key relevant provisions of the Privacy Act as they impact on school activities.

Ratified by Board: 7 March 2022

Next Review: March 2025
