

## **PRIVACY OF INFORMATION POLICY**

### **PURPOSE:**

To promote and protect the privacy of individual children, staff, parents and all others in the collection, use and disclosure of information about them, and to ensure that all persons have access to information relating to themselves that is held by the school.

### **OBJECTIVES:**

1. The Board appoints a Privacy Officer in compliance with the Privacy Act.
2. The Privacy Officer develops procedures in consultation with the principal and staff for the proper management of information about people. Those procedures are consistent with the following objectives of this policy.
3. Personal information is collected only for purposes connected with the function of the school, and only when it is necessary to have this information. The purpose for collecting information is made known.
4. In general, information is collected directly from the person concerned unless it is publicly available from elsewhere or the person's interests are not prejudiced when collected from elsewhere.
5. The manner of collecting information is not necessarily intrusive.
6. Reasonable safeguards are in place to protect information from loss, unauthorized access, use or disclosure. As a general rule, information about any person is not given to a 3<sup>rd</sup> party without the person's knowledge.
7. The school takes reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.
8. Individuals have access to information held about themselves, and may request correction of information held or, when not corrected, to require that there be attached to the information a statement of the correction requested.
9. Information is only used for the purposes for which it was obtained except in certain circumstances (eg for statistical purposes where the person's identity is not disclosed).
10. Information is kept only for as long as it is needed for the purposes for which it was obtained.
11. Information is passed to others without the person's consent only when it is already publicly available or when it is being passed on in connection with a purpose for which it was obtained.
12. The school obtains consent from students/their parents before publishing any student's images online.