



RATIONALE:

Education and Privacy are two fundamental aspects of human development and human dignity. - Kathryn Dalzeil, 2009

State schools must observe the Privacy Act, in conjunction with the Official Information Act, and the Education Act. Adherence to the 12 principles of the Privacy Act, 1993, enables the promotion and protection of the privacy of all individuals associated with the school i.e. students, staff, parents, and all others.

PURPOSES:

Procedures within this policy will guide and inform:

- ❖ How the school collects and stores information
- ❖ What information the school collects
- ❖ How the school uses and discloses information about individuals
- ❖ How individuals may access information relating to them that is held by the school
- ❖ Managing the rights of parents regarding information about their child

PROCEDURES:

The number in brackets [] after each guideline refers to the relevant information privacy principle.

1. Every school is required to have a privacy officer to manage requests for personal information, and to liaise with the Privacy Commissioner in any investigations. At this school, the role is delegated to the Principal.
2. For most purposes, the best guide is to use good sense and to be constantly alert to the necessity for treating information about people with great respect.

Collection, storage, and use of personal information

3. When collecting personal information about an individual, the school will make known the purpose of collecting it, who will have access to it, and whether it is compulsory or optional information. Individuals will be advised that they have the right of request access to, and correction of, their personal information.
4. The school will only collect personal information:
 - for purposes connected with the function of the school, and only when it is necessary to have this information [1]
 - directly from the person concerned - or, if a student, their parent or guardian - unless it is publicly available from elsewhere, or the person's interests are not prejudiced when information is collected from elsewhere [2]
 - in a transparent and respectful manner. [1,3,4]
5. Reasonable safeguards - such as individual logins for computers and lockable filing cabinets - will be in place to protect personal information from loss, unauthorised access, use, or disclosure. Volunteers and third party contractors will be required to sign confidentiality agreements. [5]
6. If an individual requests access to information the school holds about them, it will be provided. Individuals may request correction of this information or, when not corrected,

that a record of the request is attached to the information. Any such requests should be referred to the Principal in the first instance. [6,7]

7. Reasonable steps will be taken to make sure personal information is correct, up to date, relevant and not misleading. [8]
8. Information will only be kept for as long as it is needed, and for the purposes for which it was obtained. When a student moves school, any relevant information that we hold will be forwarded upon request. [9]
9. Information will only be 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). [10]
10. Students' information will be safe-guarded - it will not be released to third parties unless the school is 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 will not be 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. [11]
11. Information held by the school will be identified by name not unique identifiers. [12]
12. The school will adhere to the purposes of the NSN and ORS number allocated to students by the Ministry of Education, which are:
 - monitoring and ensuring student enrolment and attendance;
 - ensuring education providers and students receive appropriate resourcing;
 - statistical purposes;
 - research purposes; and
 - ensuring that students' educational records are accurately maintained. [12]

Personal Information students:

13. Collecting students' personal information enables the school to:
 - celebrate achievement and diversity
 - record and maintain:
 - student records of academic progress - for example: portfolios, digital learning stories, etc
 - accounts
 - provide:
 - library and information technology services
 - learning behaviour programmes
 - therapy programmes
 - accurate information to other education providers to ensure proper and safe transfer of students
 - report/disclose information to government bodies or other agencies for the purposes of funding/support or to meet contractual/legislative obligations, e.g. Ministry of

Education, Work and Income, Oranga Tamariki: Ministry for Children, District Health Board Personnel, etc

- produce the school newsletter and maintain the school's website and management systems.

14. To do this, the school collects and holds the following student information:

- **Personal** – full name, date of birth, gender, names and ages of siblings, ethnicity (statistical), citizenship / residency status / eligibility criteria, iwi, first language, and religion (optional).
- **Health** – doctor's & paediatrician's names, NHI number, proof of immunisation, medical conditions / health matters / disabilities about which the school should be aware.
- **Education** – information relevant to the student's learning for example, the student's interests, any aspect of behaviour, performance in class, test results, electronic images including photographs, videos and audio recordings (for teaching and learning and reporting purposes).
- **Caregivers** – caregiver contact details (address, phone, email), relationship to the student, occupation (optional), and day-to-day care arrangements (including respite care & emergency care).

15. The school will require certain documentation to verify the information above (e.g. passport, birth certificate, immunisation etc).

16. Personal information, including IEP documentation, educational and health reports will be securely stored in a locked filing cabinet in the office. The Principal has responsibility for the keys. IEPs, November profiles, and some medical information are also kept electronically and guarded by a password.

17. Working files will be stored in locked filing cabinets in the classroom / therapy office and / or electronically and guarded by a password.

18. Archived files are stored in a locked cupboard for 7 years in accordance with the MOE guidelines on retention of information.

19. Student information files will not be removed from the school premises.

Parents and the Privacy Act

20. Parents and guardians are entitled to information about the progress of their child under the Education Act 1989. They are also entitled to access educational information, and are usually able to access other information if they request it, through the provisions of the Official Information Act.

21. In the case of separated parents, each parent is entitled to educational information about their child, for example, school reports, and matters which are preventing or slowing a student's progress at school or harming the student's relationships with teachers or other students. These should be provided unless there is a Court Order preventing it. It is the responsibility of the parent to alert the school of any such Order.

22. Parents are not entitled to information about other parents, or students who are not their own children.

Third Party Providers

23. Information that parents share at enrolment is used to support their child's learning, and to communicate with parents quickly and effectively. Personal information will be used for a range of purposes, for example:

- sending interim reports and academic progress information
- informing parents if their child is sick or injured
- inviting parents/whānau to interviews or meetings
- keeping parents informed during a disaster or other significant emergency affecting the school
- sending home school-related communications (e.g. newsletters and parent surveys)
- informing parents about specific activities (e.g. day trips, sporting events)
- providing access to school-related digital spaces of interest (e.g. blogs, Facebook groups, electronic signs).

24. From time to time, Sir Keith Park School may use third-party providers:

- to facilitate communication between school and home
- to provide services to our school to support teaching and learning.

This may involve sharing some information (e.g. an email address or phone number) with the provider.

25. Such services will only be used once the school is satisfied that the third party provider's privacy policy, settings, and controls, are secure and managed appropriately, and that the use of the service complies with our privacy policy, and the purpose for which any information was initially gathered.

Publishing Student Information

26. Images of students (photographs, video clips, etc), and examples of their school work, will sometimes be published in school newsletters, on the school website, and other online channels such as the school/class blogs, Facebook page, YouTube, etc.

27. The school has an obligation to:

- protect students' privacy and safety in relation to information about them, or images of them, published by the school, and
- protect students' copyright in relation to the material they create.

28. Images of students and/or their work will be published to recognise student achievement, report on learning to the school and wider community, and to promote the school.

29. If the school is aware of a special circumstance regarding a student's presence at the school, such as a court order preventing access to the student, any information that could identify the student will be kept out of the website / newsletters.

30. In consideration of students' privacy Sir Keith Park School will:

- Publish images and students' work that positively depict the student and school
- Seek parents' written consent before their child's image or work is published online
- Request parents' give this consent at enrolment, or as needed if their child is already enrolled, by completing a student information consent form. Parents can withdraw their consent at any time.
- Endeavour to seek students' consent before publishing their work
- Take special care with personal information about students

31. Personal information refers to information that identifies an individual. With consent, the school will share no more than a student's first name, image, or work in the school newsletter, on the school website, or in the wider online community.

32. Protecting copyright: As the author of a copyright work, a student has the right to be identified when their work is exhibited in public. At Sir Keith Park School, we will identify

the student by their first name only in order to protect their privacy. The school's privacy officer may consider requests for a student's full name to be published.

Sharing Images of Students

33. Sir Keith Park School follows guidelines to protect students' privacy and safety at school when we publish student information. This includes sharing photos of students. The Board of Trustees encourages parents to also consider privacy issues when sharing photos and videos taken at school events.
34. The school acknowledges that parents take photos/videos of their children at sports day, cultural day, or other public school events. If copyright issues apply which forbid photos or videos to be taken (such as at a school play), the school will make this known.
35. If parents want to share photos/videos on social media, they should consider the following:
 - If the images have pictures of other students, think about editing to remove them.
 - Make sure that other students are not named in any online posts.
36. Parents should remember that posting photos of other people can amount to harassment and they should take care to ensure photos are fair to other people. This ensures everyone can enjoy school events without worrying what will end up on social media.
37. Students are also expected to consider privacy and cybersafety issues when sharing photos and using social media.

Personal Information staff:

38. Personal personnel information will be used for a range of purposes, for example:
 - To verify identity, ongoing verification of registration
 - To communicate about school events
 - For emergency management
39. To do this, the school collects and holds the following information:
 - Personal – full name, date of birth, gender, name of next of kin, ethnicity (statistical), citizenship / residency status / eligibility criteria, iwi, contact details (address, phone, email); bank details; drivers' licence.
 - Educational Qualifications – information relevant to the staff members' job for example, tertiary qualifications; discipline specific registration; professional development undertaken
40. The school will require certain documentation to verify the information above (e.g. passport, birth certificate, drivers' licence).
41. Personal information will be securely stored in a locked filing cabinet in the office. The Principal has responsibility for the keys.
42. Staff telephone numbers and addresses will be made available to other staff with permission, but will not be given out over the phone or upon request from non-staff without prior permission / direction.
43. Whilst staff will be encouraged to work collaboratively and may choose to share information with others, staff have a right to privacy in their workspace. Parent/ caregivers and other staff must respect the privacy of a teacher's workspace and documents.

44. Staff discussions about students will be managed within school meetings and not in the earshot of other parent/ caregivers or students.
45. Board discussions about staff or individual students will be required to be 'in-committee'. The Board has specific rules around the management of in-committee process and storage of minutes.

BOARD STATEMENT:

It is important for everyone to understand the school's information management and confidentiality guidelines. Good information handling is a foundation stone of the trust that needs to exist between everyone who participates in the life of the school. Incorporating respect for individual privacy into the culture of the Sir Keith Park School is a priority for the Board.

Relevant Legislation:

- Privacy Act 1993
- Official Information Act 1982
- Education Act 1989
- Oranga Tamariki Act 1989

Ratified: August 2014:
Reviewed & Updated: August 2018

Signed for B.O.T.