**POLICY**

**Privacy**

**Why do we have this policy and what is it for?**

To ensure that Te Totara Primary School complies with the Privacy Act 2020.

**How will we do it?**

The Privacy Officer is the Principal. In the absence of the Principal, the delegations approved each year in the Staff Handbook apply.

The Privacy Officer will refer to the privacy principles as a guide. The office of the privacy commissioner and/or the School Trustees Association will also be used for issues of concern. Refer to Appendix 1 (a).

Information collected by the school will be used for the purpose it was collected for.

Requests for information will be considered carefully by the Privacy Officer.

If staff have any doubt over the release of information then the matter will be referred to the Privacy Officer.

The following statements will be included in the enrolment information pack for any new enrolments.

*“Te Totara Primary School requires accurate information in order to communicate with parents/caregivers, to determine appropriate educational and pastoral support needs and to complete statistical returns.*

*The Privacy Act 2020 places rules on the collection, use, storage and access of information that is received at enrolment, and from student academic records. All reasonable care is taken in the collection, storage and security of this information. From time to time it needs to be updated. Individuals have the right of access to personal information through the Principal, who is the Te Totara School Privacy Officer. At the discretion of the Principal, under section 76 and section 77 of the Education Act 1989, this information may be shared with the following groups of professionals on a need to know basis: School staff, Specialist Education services, Public Health Nurse and Doctors, Ministry of Education, Children and Young Persons and their Family service, Police, other professionals approved by the Principal. If you do not wish personal information to be released then contact should be made with the Principal.”*

*“I give permission for photos and videos of my child taken as part of our school-wide learning to be shared with our community, e.g. in the school Yearbook, on our website, on our Facebook page”*

*Note: Children’s full names will never accompany any visual images on the internet.*

*“I give permission for my child’s photograph/and or artwork to be used for promotional purposes outside the school e.g. newspaper articles, pamphlets, etc”*

**Conclusion**

Te Totara School recognises the need for effective procedures to be in place in relation to information collected at school and its use.

Presiding Member ……………………………………. Principal ………………………………….

Date Ratified: 16 February 2023 Review Date February 2025

Appendix 1 A quick tour of the Privacy Principals from the Privacy Commissioner

Appendix 2 Privacy Act 2020 Changes Information Sheets 1-6