HELENSVILLE PRIMARY SCHOOL

POLICY: PRIVACY

2010/17

Purpose:

Helensville Primary School (HPS) is committed to protecting the privacy of individuals connected to the school.

Objectives:

1. HPS will comply with the principles of the Privacy Act 1993 being:
   - Principle 1. Purpose of collection of personal information
   - Principle 2. Source of personal information
   - Principle 3. Collection of information from subject
   - Principle 4. Manner of collection of personal information
   - Principle 5. Storage and security of personal information
   - Principle 6. Access to personal information
   - Principle 7. Correction of personal information
   - Principle 8. Accuracy etc of personal information to be checked before use
   - Principle 9. Agency not to keep personal information for longer than necessary
   - Principle 10. Limits on use of personal information
   - Principle 11. Limits on disclosure of personal information
   - Principle 12. Unique identifiers

2. The Board will appoint two Privacy Officers (one of whom will be the Principal and the other a senior staff member). These Privacy Officers will be responsible for ensuring the Act is adhered to.

3. The names of the Privacy Officers will be displayed in a prominent place.

4. The Board with the assistance of the Privacy Officers will ensure that all information is collected, stored and disseminated in a manner that adheres to the twelve Privacy Principles.

5. All Board and staff members should be aware of the Privacy Policy and the principles of the Privacy Act.

6. The Board directs The Principal to develop and implement a privacy procedure.