



WHANGANUI HIGH SCHOOL POLICY PRIVACY

INTRODUCTION	1	The Board of Trustees of Whanganui High School is required to comply with the Privacy Act 1993.
OBJECTIVES	1	<p>The purpose of this Privacy Policy is to promote and protect individual privacy with regard to:</p> <p>a) The collection, use and disclosure of information relating to individuals. b) Access by each individual to information relating to that individual being held by the school.</p>
GUIDELINES	1	In complying with the provisions of the Privacy Act, 1993, the Board will appoint at least one Privacy Officer.
	2	Procedures will be developed by the Board to assist the Privacy Officer(s) in his/her task of ensuring that Principal and staff adhere to the principles contained in the Act in all aspects of their work for the Board.
	3	The procedures will be designed to comply with the principles contained in the Privacy Act 1993.
ACCOUNTABILITY	1	The Principal, on behalf of the Board of Trustees, will support such policies as the Board develops to ensure compliance with the Privacy Act 1993.
	2	The Privacy Officer must bring to the attention of the Principal as soon as possible, any breach of the Act and/or policy procedures noted by him/her or advised to him/her.
	3	The Principal will advise parents (and students) of the implications of the Privacy Regulations in relation to the school at the time of enrolment.
EVALUATION	1	The Board, in association with the Principal, will review this policy on a three-yearly cycle in accordance with the school's quality management cycle.

Approved by the Board
Signed Chairperson:

Date: 30/4/18

Signed Principal:

Date: 30/4/18