

## NAG 3—Personnel

### Privacy Policy

#### Rationale

The Board of Trustees of Northern Health School is required to comply with the Privacy Act (1993) in all aspects for employees and in its role as the governing body of the school.

#### Purpose

To promote and protect individual privacy with regard to

- The collection, use, and disclosure of information relating to individuals.
- Access by each individual to their personal information relating to that individual held by the school.

#### Guidelines

- a) A privacy officer will be appointed and advise to the Board on an annual basis.
- b) Procedures that comply with the Privacy Act 1993 will be developed. Any breaches of policy will be reported to the Board.
- c) to assist the privacy officer in the task of ensuring that the principal and staff adhere to Act.
- d) All forms which collect personal information should contain information about the purpose, use, storage and disclosure of the information collected.

Adopted	<u>November 2018</u>
Chairperson	<u></u>
Review Date	<u>November 2021</u>