

NAG 3—Personnel

Privacy Policy

Rationale

The Board of Trustees of Northern Health School is required to comply with the Privacy Act 2020 in all aspects for employees and in its role as the governing body of the school.

Purpose

To promote and protect the privacy of individuals with regard to

- a) The collection, use, and disclosure of information relating to individuals.
- b) Access by each individual to their personal information relating to that individual held by the school.
- c) This policy applies to all students, teachers and Northern Health School and associated parties.

Guidelines

- a) The Principal, on behalf of the Board, will appoint the school's Privacy Officer
- b) All school procedures will comply with the Privacy Act 2020. All privacy breaches will be reported to the Board. Any notifiable breach (one that is believed to have caused, or is likely to cause, serious harm to individuals, the school, or other parties will be notified to the Office of the Privacy Commissioner and affected individuals as soon as possible.
- c) The Privacy Officer will assist the Board in the task of ensuring that all the principles of the Act are adhered to.
- d) The Principal will provide Privacy Act training to NHS staff.
- e) The Privacy Officer will:
 - be familiar with the Privacy Act principles
 - work to make sure the school complies with the Privacy Act
 - liaise with the Office of the Privacy Commissioner as required
 - report to the Board at the end of the school year.
- f) All types of forms which collect personal information should contain information about the purpose, use, storage and disclosure of the information collected.

Adopted	<u>October 2020</u>
Chairperson	_____
Review Date	<u>October 2021</u>