

PRIVACY POLICY

PURPOSE

- 1) To provide guidance to all Dilworth personnel regarding the collection, sharing, storage, use and disclosure of:
 - a. Personal information relating to Dilworth School staff, students, parents and caregivers: and
 - b. Any other personal information that Dilworth may hold.
- 2) To ensure that Dilworth's practices relating to privacy information are compliant with the Privacy Act 1993 and other applicable legislation relating to privacy for schools.
- 3) To clarify that "personal information" means information about an identifiable individual, but it does not capture statistical information from which an individual cannot be identified.

PROCEDURES

All questions related to privacy issues should be directed to the Privacy Officer(s). They are as follows:

- The Human Resources Manager for all staff related personal information.
- The Headmaster's Personal Assistant regarding all student and caregiver personal information.

The Privacy Officer(s) are responsible for handling all Dilworth related privacy issues. These issues can stem from the following principles:

- Why personal information is collected.
- The source of personal information.
- The actual collection of personal information from the subject.
- The manner of collection of personal information.
- Storage and security of personal information.
- Access to personal information.
- Correction of personal information.
- Accuracy etc of personal information to be checked before use.
- Requirements not to keep personal information for longer than necessary.
- Limits on use of personal information.
- Limits on disclosure on personal information.
- Unique identifiers.
- All visitors must report to the school office/reception first and should not enter the school via any other entrance.

The Privacy Officers will encourage compliance by Dilworth with the information privacy principles, including providing advice and assistance to the Board and staff in this regard.

The Privacy Officers will provide training and guidance to staff about the requirements under the Privacy legislation where necessary.

The Privacy Officers will monitor existing policies and procedures to ensure they comply with Privacy legislation.

The Privacy Officers deal with requests made by individuals to Dilworth for personal information, or for the correction of their personal information.

The Privacy Officers provide assistance to Dilworth in dealing with complaints and breaches of privacy, including working with the Privacy Commissioner in the event that any complaints are investigated.