

## PRIVACY POLICY (NAG 3)

### Purpose

Rangitoto College (“we, “us”, our”) will respect the privacy of all individuals. This Privacy Policy defines our responsibility to comply with the provisions of the Privacy Act 2020. It sets the rules for us when managing personal information and is supported by our **Privacy Statement** which explains how we deal with personal information.

### Scope

This policy applies to all staff, students, parents/guardians, volunteers, alumni, student teachers, donors, contractors, visitors and other people associated with Rangitoto College who may be required to collect, access, use or disclose personal information, who may manage projects or systems that impact on personal information management, or who are responsible for making policy decisions about the way Rangitoto College manages personal information. It also includes any websites, online platforms, or Artificial Intelligence (AI) tools that are operated or used by Rangitoto College.

### Definitions

**Personal information** is “information about an identifiable individual”. The information does not have to identify the individual to be personal information. It can be electronic, hard copy, or in someone’s mind. It includes but is not limited to contact, demographic, health and academic information, CCTV footage, staff performance information, business and operational data, emails and other correspondence, photos, videos and other media, and opinions about the individual.

A **Privacy Breach** means any unauthorised or accidental access to, or disclosure, alteration, loss, or destruction of personal information, or an action that prevents us from accessing personal information.

To judge whether something constitutes a **serious threat**, consideration should be given to the likelihood that the threat will be realised, the severity of the consequences if the threat is realised, and the time at which the threat may be realised.

### Related Legislation

Education and Training Act 2020

Public Records Act 2005

Official Information Act 1982

Oranga Tamariki Act 1989

Family Violence Act 2018

## **Related Policies**

Appointments

Personnel

Protected Disclosure

Child Protection

Search, Seizure, Retention

Artificial Intelligence (AI)

## **POLICY**

### **Collection and Processing**

- We will only collect necessary information for a lawful purpose connected with the function or an activity related to the school.
- We will collect personal information from individuals directly, unless an exception can be relied upon to collect it from a third party in accordance with the Privacy Act 2020. The usual basis on which we collect information from a third party is with the authorisation of the individual.
- We will take reasonable steps to ensure that any personal information collected is accurate, complete, relevant, up to date, and not misleading.
- We will collect all personal information in a fair manner that does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.
- We will refer people to our **Privacy Statement** when collecting information to explain what information we are collecting, why we need that information, how we intend to use or share it, and their right to see the information collected and to request it is corrected if necessary.

### **Storage and Security**

- We will take reasonable steps to protect personal information from loss, misuse, or unauthorised access or disclosure, including ensuring that only authorised staff or volunteers can access electronic platforms or physical storage, and that they access only the personal information they need to perform their functions.

### **Retention**

- We will not retain personal information for longer than we have a lawful purpose to use it.
- We will abide by the requirements of the Public Records Act 2005 and will follow the Ministry of Education records retention and disposal guidelines.
- We will securely destroy or de-identify the information we no longer need.

### **Access and Correction**

- We will assist any individual making a request; this may include re-directing the individual to the appropriate agency, helping them formulate a request, or advising them what information we hold.
- We will process Privacy Act requests as quickly as possible, and respond no later than 20 working days after we receive them.
- Whenever we provide a decision in response to a privacy request, we will inform the individual of their right to have the decision reviewed by the Privacy Commissioner and their right to request correction of any information they believe is incorrect.
- When an individual makes a request to correct information, we will inform the individual that we will either make the change or attach a statement with the individual's view of the change.
- We will not charge individuals for access to personal information that we hold.

### **Use**

- We will only use personal information for the same purpose for which we obtained that information.

### **Disclosure**

- We will release information on request to the individual, in the form that it was requested, unless we have a lawful basis to withhold that information.
- We will not disclose personal information to a third party unless the individual concerned has authorised the disclosure, or we are required to by a legal or regulatory obligation, or we believe that an exception applies under the Privacy Act 2020, or we believe that disclosure is necessary to prevent or lessen a serious threat to public health or safety, or the life or health of the individual concerned.

### **Privacy Officer**

- The School Board will appoint a Privacy Officer.

### **Privacy Breach**

- We will work to contain a breach of privacy as soon as it is discovered and plan for the future prevention of such a breach.
- We will notify the Privacy Commissioner and the affected individuals as soon as practicable when there has been a privacy breach that has caused, or is likely to cause, serious harm to the individuals the information is about.