

# PRIVACY

Reviewed May 2014 (Tracy/Donal)

## ACTION

To promote and protect individual privacy with regard to:

1. The collection, use, and disclosure of information relating to individuals.
2. Access by each individual to information relating to that person held by the school.

## GUIDELINES

### 1. Privacy Act

- a. The Board of Trustees will appoint a Privacy Officer.
- b. Procedures will be developed to assist the Privacy Officer (Established in the event of any issue being raised) in the task of ensuring that there is full adherence to the principles contained in the Act.

### 2. Confidentiality

- a. All information shall be treated in a manner suitable to the content. If it is of a confidential nature, it shall remain so, among the Board of Trustees, the Principal and the individuals concerned.
- b. The trust and goodwill among Board of Trustees, Staff and Parents of Fruitvale School will be maintained by an open sharing of information, but all need to appreciate that some information and knowledge will remain confidential.
- c. Written material of a confidential nature shall be stored in the locked Principal's filing cabinet. Access to this is available to the Principal, Deputy and Associate Principal, Office Staff (Secretary). Copies may be provided to the board if necessary and relevant.
- d. Sensitive issues shall be dealt with at a suitable venue, with the public excluded 'In Committee' according to the statutory requirements of Section 48 of the Local Government Official Information and Meetings Act 1987.

#### Meetings Act 1987

- (i) A resolution to exclude the public from the proceedings from the whole or relevant part of any meeting shall be on grounds under Section 9 of the Official Information Act 1982, for example, to protect the privacy of individuals.
- (ii) The resolution to exclude the public must be moved and seconded at a time when the meeting is open to the public, and the resolution is required to be in the form specified in Schedule 2A of the Local Government Official Information and Meetings Act. The text of the resolution, including the reason for excluding the public, must form part of the minutes of the meeting.
- (iii) When meeting 'In Committee' the Board can decide if Notes or Minutes are taken of the proceedings. If Notes or Minutes are taken these are confidential and shall not be recorded in the minutes of the meeting which are available to the public.
- (iv) If a member of the public requests a copy of the Notes or Minutes recorded of the proceedings of a meeting or part of a meeting held 'In Committee', then that request shall be deemed to be a request for official information made under Part 2 of the Official Information Act 1982 and shall be dealt with accordingly (Section 51 (3) of the Local Government Official Information and Meetings Act).