

PRIVACY POLICY

Rationale: Confidentiality of personal information of any person associated with the Centre is fundamental.

Purpose: To ensure the Centre meets the requirements of the Privacy Act 1993 and its amendments.

Policy Statement: The Board of Directors (BoD) has overall responsibility for the confidentiality of personal information held by the Centre, but delegates responsibility to the Centre Manager for the day to day management of all personal information and the privacy thereof, and to act as Privacy Officer.

Centre Manager Responsibilities

The **Centre Manager** will be the **Privacy Officer** whose role is to:

- Encourage compliance by the Centre with the information privacy principles.
- Deal with requests made to the Centre under the Privacy Act (see **Information Request Procedure** in **Appendix A**)
- Work with the Commissioner in relation to investigations conducted under the Act.
- Ensure compliance by the agency with the Privacy Act.
- Ensure all staff have received training on the management of information.
- Manage complaints and monitor any privacy issues (see **Privacy Complaint Procedure** in **Appendix A**)

PROCEDURES

1. In particular the **Centre Manager** will:
 - a) Ensure that only personal information that is required to meet statutory requirements, administrative purposes, or to support the health and safety needs of individuals, is collected.
 - b) Obtain information directly from the person concerned, wherever possible, or from someone who is authorised to provide the information.
 - c) Ensure that forms (including **Enrolment Forms** and **Application Forms**) explain why the information is being collected, who will have access to it, and the purpose for which it will be used.
 - d) Ensure that only teachers or administration staff can access APT or child enrolment forms. Any computer with access to APT will have password access only. If the staff member using APT has to leave their computer for any period of time (especially where members of the public are situated) then the staff member will log out of the programme.
 - e) Store all personal information in a locked cabinet, ensuring employee information is accessible only by the Centre Manager or relevant Administrator.
 - f) Store information for at least 7 years after the last contact, after which time it will be destroyed in a secure manner by secure document destruction.
 - g) Obtain written consent from the concerned party before sharing information, unless however the request is to support the safety of the child ie. from The Ministry for Vulnerable Children or the Police, then information will be shared.
 - h) Provide dual copies of the child's assessment information (Profile Books, etc) if the parents/guardians of the child do not live together, allowing both access to the child's personal information, unless prohibited by court order.
 - i) Ensure that only accurate and up-to-date information is held on file. Parents/guardians and Centre staff have the right to view and make changes to any information that is held about them or their child.

- 2. In particular the **Board of Directors** will, where necessary to protect the privacy of an individual who is being discussed at the meeting, pass a resolution that the public be excluded from all or part of a meeting, and ensure relevant minutes to that part of the meeting are not publicly available.

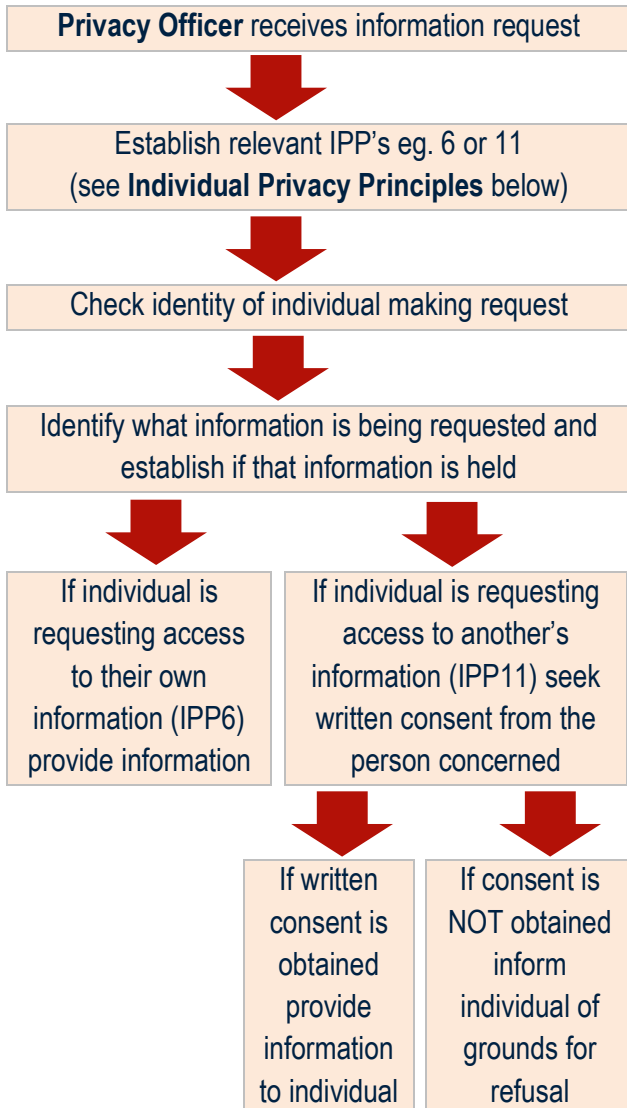
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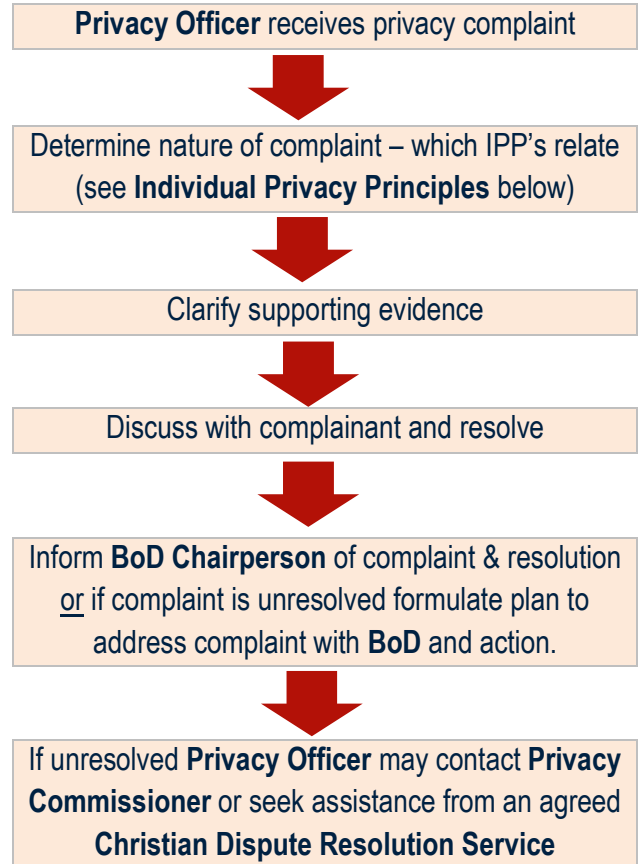
POSITION: _____

Appendix A

INFORMATION REQUEST PROCEDURE



PRIVACY COMPLAINT PROCEDURE



INDIVIDUAL PRIVACY PRINCIPLES

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Purpose of collection of personal information 2. Source of personal information 3. Collection of information from subject 4. Manner of collection of personal information 5. Storage and security of personal information 6. Access to personal information | <ol style="list-style-type: none"> 7. Correction of personal information 8. Accuracy of personal information checked before use 9. Keep personal information no longer than necessary 10. Limits on use of personal information 11. Limits on disclosure of personal information 12. Unique identifiers |
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