



Introduction

1. This policy outlines the Middleton Grange School Board's commitment to upholding the 13 privacy principles that govern how we, as an organisation collect, handle, and use personal information.
2. As a State Integrated School, the Middleton Grange School Board requires that all aspects of this policy be guided by the Special Character Policy.

Purpose

3. Technology has changed enormously since the Privacy Act 1993 was introduced. The growing use of internet-connected devices, social media, e-commerce, and cloud storage means large quantities of data can now be easily stored, retrieved, and disclosed anywhere around the world. This creates new challenges for the protection of personal information by public and private sector agencies, including school Boards. This policy will ensure our procedures remain fit-for-purpose in the digital age so that our school community has confidence that their personal information is secure and will be treated properly.
4. School Boards collect, use and store a lot of personal information. The personal information collected relates to students and their parents, caregivers and whānau, staff, contractors and Board Members. It also includes personal information from other agencies that interact with the school such as the Ministry of Education, Education Review Office and NZSTA, and others in the school and its wider communities, such as sports and community groups.

Scope

5. If a business or organisation has a privacy breach that has caused serious harm to someone (or is likely to do so), it will need to notify the Office of the Privacy Commissioner as soon as possible. It is an offence to fail to notify the Privacy Commissioner of a notifiable privacy breach. If a notifiable privacy breach occurs, the business or organisation should also notify affected people. This should happen as soon as possible after becoming aware of the breach.
6. The Privacy Commissioner will be able to require a business or organisation to do something, or stop doing something, if it is not meeting its obligations under the Privacy Act and will now be able to make decisions on complaints relating to access to information.
7. A New Zealand business or organisation may only disclose personal information to an overseas agency if that agency has a similar level of protection to New Zealand, or the individual is fully informed and authorises the disclosure.
8. To be read in conjunction with the Protected Disclosures Policy, the Child Protection Procedure and the School Records Policy as approved by the Middleton Grange School Board and the School Records Retention/Disposal Information document supplied by the Ministry of Education.

Middleton Grange School Board Board copy of the Policy to be signed by the Board Presiding Member	
Name	
Position	
Signed on behalf and with the authority of the Board	
Date	April 2021
Next Review	June 2024