



Formulated: October 2003  
Approved: October 2003  
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## Collection, Access and Storage of Personal Information

### **Rationale:**

The Board of Trustees has a duty to ensure that personal information be secure against loss, modification or misuse. All staff and Board members have the right to ensure that all personal information kept by the school is kept private and secure.

### **Purposes:**

1. To ensure that the BOT complies with the Privacy Act 1993 in terms of access of information
2. To provide clear guidelines on the collection access and storage of personal information for the Board and Staff

### **Guidelines:**

#### **Staff:**

1. All individual employees' files and personal information will be stored in the principal's office and made secure. Access to these files will be on a need to know basis
2. Storage of employees files stored on the school's computer network server will also be available on a need to know basis
3. When an employee leaves the school their files will be retained by the School for two years and then destroyed
4. No information will be passed to outside agencies without the permission of the employee concerned unless ordered to do so by the outside agency who has the authority to obtain such information
5. No information will be passed on to other employers without the permission of the employee.

#### **Pupils:**

- All pupil information is confidential to the staff of Paekakariki School, Parents and caregivers; non custodial parents and the pupil themselves. All information will be made available to these parties on request.
- All pupil information will be passed on to other schools or colleges when the pupil moves to that school or college.
- All pupil information will be stored on the school's computer network system or in the current teacher's personal files.

**Signed: Peter Mackie**  
**Board Chair**