



## POLICY: PRIVACY

### Purpose

The Board of Trinity Catholic College must comply with the Privacy Act 2020 to safeguard information and operate under good practice guidelines when handling personal information.

### Definitions

Personal information is information that identifies an individual or could identify an individual.

### Policy Objective

To ensure legislative compliance with regard to

- (a) the collection, use, and disclosure of information relating to individuals.
- (b) access by an individual to information relating to that individual held by the College.

### Guidelines

- 1 In complying with the provisions of the Privacy Act 2020, the Board will appoint a Privacy Officer. The role of the Privacy Officer is to
  - Ensure compliance with the Privacy Act 2020
  - Deal with requests made under the Privacy Act 2020
  - Act as the point of contact with the Privacy Commissioner as required
- 2 The Trinity Catholic College Privacy Statement will assist the Privacy Officer in his/her task of ensuring that the Board and Staff adhere to the principles contained in the Privacy Act 2020.
- 3 The Trinity Catholic College Privacy Statement will comply with the thirteen principles contained in the Privacy Act 2020.
- 4 This policy does not limit or exclude a person's rights under the Privacy Act 2020.

### Ratified by Board: Signed for Board

Date: 17 February 2021

Responsibility: Board of Trinity Catholic College

Reviewed: February 2021

Next review date: February 2024

Policy: Privacy Policy

**Related Documents:**

- Trinity Catholic College Privacy Statement
- Privacy Act 2020
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989
- The Children's Act 2014