**PRIVACY POLICY**

**Rationale:** The storage and management of all documents that include personal information about any person associated with the Centre will remain confidential.

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

**PROCEDURES**

The Centre Manager/Supervisor/Owner *(select the most relevant for your service)* will be the Privacy Officer for the Centre.

The role of the Privacy Officer is to:

* Encourage compliance by the Centre with the information privacy principles.
* Deal with requests made to the Centre under the Privacy Act.
* 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.

**Collection of Information**

* The Centre will only collect personal information that is required to meet statutory requirements, for administrative purposes, or is needed to support the health and safety needs of individuals.
* Wherever possible the information shall be obtained directly from the person concerned, or from someone who is authorised to provide the information.
* The Enrolment Form will include a statement that informs parents of why the information is being collected, who will have access to it, and the purpose for which it will be used.

**Security of Information**

* All personal information will be stored in a locked cabinet.
* Information will be stored for at least 7 years after the last contact. After that time it will be destroyed in a secure manner by secure document destruction.
* Any computer with access to *(Name your student Management system e.g. APT, Infocare, etc.)* will have password access only.
* If the staff member using their student management system 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.
* Only teachers or administration staff can access the *(Name your student Management system)* or child enrolment forms.

**Disclosure of Information**

* No information will be shared with other agencies without the written consent of parents/guardians. Should the request be to support the safety of the child, i.e. from **CYFS\*** or the Police, then information will be shared.
* If the parents or guardians of the child do not live together, copies of the child’s personal information will be available to both parents/guardians. Dual copies of the child’s assessment information (Profile Books, etc) will be provided.
* Parents/ guardians and Centre staff will have the right to view and make changes to any information that is held about them or their child.
* Any personal information of staff will be stored in a locked cabinet accessible by only the Centre Manager/Supervisor or relevant Administrator.

***\* Child Youth and Family will change to The Ministry for Vulnerable Children on April 1 2017***