



## 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 annually at the first meeting of each year. 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 their 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: 21 February 2024

Responsibility:	Board of Trinity Catholic College
Reviewed:	February 2024
Next review date:	February 2027
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