



POLICY : **Privacy**

Links: HS8 GMA 10 & 12

Rationale & Objectives:

To ensure all records and information held about children, families and employees is stored in a secure way.

Procedures:

- Personal information collected must be for a necessary and lawful purpose.
- Personal information must be collected directly from the individual concerned unless there are reasonable grounds for collecting that information from another source. Reasonable grounds are specified in the Privacy Act.
- Personal information is to be collected only with the knowledge and informed consent of the individual concerned, unless there are reasonable grounds for not doing so.
- Personal information shall not be collected by Lumsden Kindergarten which is unlawful, unfair or unreasonable intrusive upon that individual's personal affairs.
- Personal information will be protected against loss, unauthorised access, use or disclosure, or other misuse.
- Access to own personal information is to be granted unless there are good reasons for refusing access. Good reasons are specified in the Privacy Act.
- Personal information gained will not be used for any purpose other than that for which it is obtained.
- The individual is entitled to request that a correction statement be attached to that information.
- Lumsden Kindergarten will not disclose personal information to anyone other than the individual concerned unless:
 - Disclosure is for a purpose for which the information is obtained.
 - Source of information is publicly available.
 - Disclosure is authorised by the person concerned.
 - Disclosure is necessary to prevent or lessen a serious and imminent threat to public health and safety, or the individual's life and health.
 - Disclosure will not identify the individual.

Rakelle Ru Bay will act as Lumsden Kindergarten's Privacy Officer. REF: Privacy Act 1993.

Policy Developed: August 2017

Philosophy: 'trusting relationships'

Reviewed: Dec2018, Dec 2019, Dec 2021