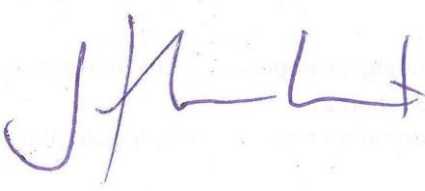




PRIVACY POLICY 2021

Signed By:	James Herbert  _____ Waikato Waldorf School Board, Presiding Member
Date Ratified:	Term 4 October 2021
Next Review Date:	Term 4 October 2024
Review Cycle:	Every three years (maximum)

Rationale

This policy ensures that Waikato Waldorf School complies with section 23 of the Privacy Act 1993.

Process

The Privacy Officer is the Principal. In the absence of the Principal, the delegations approved each year in the Staff Handbook apply.

The Privacy officer will use the reference guide “Guidelines to Boards of Trustees” – Privacy Act 1995 as a guide. The office of the privacy commissioner and/or the School Trustees Association will also be used for issues of concern.

Waikato Waldorf School

...developing the whole child



Information collected by the school will be used for the purpose it was collected for.

Requests for information will be considered carefully by the Privacy Officer.

If staff have any doubt over the release of information, then the matter will be referred to the Privacy Officer.

The following statements will be included in the enrolment information pack for any new enrolments:

“Waikato Waldorf School requires accurate information in order to communicate with parents/caregivers, to determine appropriate educational and pastoral support needs and to complete statistical returns.

The Privacy Act 2020 places rules on the collection, use, storage and access of information that is received at enrolment, and from student academic records. All reasonable care is taken in the collection, storage and security of this information. From time to time it needs to be updated. Individuals have the right of access to personal information through the Principal, who is the Waikato Waldorf School Privacy Officer. At the discretion of the Principal, under section 76 and section 77 of the Education Act 1989, this information may be shared with the following groups of professionals on a need to know basis: School staff, Specialist Education services, Public Health Nurse and Doctors, Ministry of Education, Children and Young Persons and their Family service, Police, other professionals approved by the Principal. If you do not wish personal information to be released, then contact should be made with the Principal.”

“Do you give permission for your child’s photograph and/or artwork to be displayed at school, in the newsletters, and on the school website. – Yes/No”

“Do you give permission for your child’s photograph and/or artwork to be used for promotional purposes outside the school, e.g. newspaper articles, promotional pamphlets, etc. – Yes/No”

Conclusion

Waikato Waldorf School recognises the need for effective procedures to be in place in relation to information collected at school and its use.