

BATHGATE PARK SCHOOL

PRIVACY POLICY

Bathgate Park School is committed to respecting the privacy of its school community. Bathgate Park School complies with the requirements of the Privacy Act 2020. We look after the privacy of everyone associated with our school. In particular, we acknowledge that children and young people are vulnerable and are given particular emphasis in the Act (Principle 4).

We ensure that staff understand our school privacy processes, especially in relation to how we manage personal information, and our process for reporting breaches. Staff are made aware of these processes as needed (e.g. through staff induction and professional development, during staff meetings, and after incidents).

In this privacy policy, personal information means information about an identifiable individual, for example the name, address, email address and phone number and includes health information as defined in the Health Information Privacy Code 1994. We will always collect, store, use and disclose Personal Information in accordance with the Privacy Act 2020 (**Act**) and the Health Information Privacy Code 1994.

This privacy policy applies to all students, parents and guardians, employees and contractors (**staff**), Board members, parent helpers and other volunteers, past students, visitors and any other person who submits or from whom we collect personal information.

For the purposes of this policy, the school will treat consent given by parents as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

Our privacy officer is the Principal. Our privacy officer:

- responds to general questions about privacy at our school
- manages requests for personal information
- manages complaints about privacy
- liaises with the Privacy Commissioner in investigations, if required
- informs our school community of serious privacy breaches or risks to the security of personal information the school holds.

Our [Privacy Guidelines](#) inform:

- how we collect, store, and dispose of information
- what information we collect
- how we use and disclose information about individuals, including **official information requests**
- how individuals may access information relating to them that is held by the school
- how to manage the **rights of parents** regarding information about their child.

It is important that staff understand the school's privacy guidelines, especially in relation to personal information and reporting breaches. See information from the Privacy Commissioner about [reporting privacy breaches](#).

Legislation

- Privacy Act 2020
- Public Records Act 2005
- Official Information Act 1982
- Education and Training Act 2020
- Oranga Tamariki Act 1989

Linked Procedures & Guidelines

[BGP Privacy Guidelines](#)

[Official Information Requests Guidelines](#)

[Rights of Parents Guidelines](#)

Approved: C. Hay Commissioner

A handwritten signature in black ink, appearing to be 'C. Hay', written over a light blue horizontal line.

Date:

Review: June 2028