

# Winchester School Policy

## Privacy

### Rationale

1. To collect and hold only the information necessary, on behalf of the child and the family and school employees.
2. To observe and protect the right to privacy of all, with regard to the information held and its distribution or release.
3. To examine the information at regular intervals and to dispose of that which is no longer required.

### Guidelines

1. Obtain, as required, from the parent/guardian/caregiver/employee, information which is -
  - [a] required by law
  - [b] needed by the school or
  - [c] considered necessary by the parent/guardian/caregiver/employee
2. Information shall be filed in the school office and appropriately secured.
3. The children's assessment records shall be held by the teacher and shall -
  - [a] be completed with the appropriate academic, social, health and welfare information as required. This information shall be factual and verifiable.
  - [b] include results and observations from authorised support agencies (e.g. health, MOE Learning Support) as appropriate.
  - [c] be passed on when the child transfers to another school or be destroyed appropriately.
4. For some children anecdotal notes may be necessary, especially should continued atypical behaviour be exhibited.
5. All information shall be regarded as confidential to the school unless approval for its distribution to other agencies is given by the parent/guardian/caregiver/employee.
6. The school Board of Trustees shall ensure that by school management a School Privacy Officer is appointed.

Reviewed 31 July 2017

**Chairperson** .....

NOTE: This policy needs to be updated on the school website.