



Te Puna Wai o Waipapa Hagley College

Next review: Term 1 2026

Privacy

Te Puna Wai o Waipapa Hagley College 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).

Privacy principles

Te Puna Wai o Waipapa Hagley College follows the information privacy principles of the Privacy Act 2020. See **Privacy Act 2020 and the Privacy Principles** [↗](#) (Privacy Commissioner).

- We collect, protect, access, and correct personal information according to the information privacy principles of the Privacy Act. See **Personal Information**.
- We only use information for the purposes it was collected, except in certain circumstances (e.g. for statistical purposes where the person's identity is not disclosed).
- We are guided by the following policies when we share information:
 - **Sharing Student Personal Information with Parents/Guardians**
 - **Sharing Personal Information with External Agencies**
 - **Public Sharing of Personal Information.**
- We only keep information for as long as it is needed and destroy any documents that contain personal information in accordance with the Public Records Act 2005. See **School Records Retention and Disposal**.

Privacy officer

Under the Privacy Act, we are required to have a privacy officer. Our **privacy officer** is the deputy principal. Their responsibilities include:

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

Privacy breaches

We follow the Privacy Commissioner's steps for responding to privacy breaches:

IN THIS SECTION

Personal Information

Sharing Student Personal Information with Parents and Guardians

Sharing Student Personal Information with External Agencies

Public Sharing of Personal Information

Recording Photos, Video, and Sound

Camera Surveillance Policy

Last review Term 1 2024

Topic type Core