

PROCEDURE 66: DATA AND INFORMATION MANAGEMENT

The Public Records Act 2005 sanctions Archives New Zealand to more actively care for documents that are identified as important for New Zealand's history.

This legislation covers all public records, including school records.

Whareorino School keeps records for certain time to comply with legal requirements, for example education and tax legislation. State and state integrated schools also have broader responsibilities to retain some school records for archival purposes and cannot destroy or dispose of any school records without Archives New Zealand's authorisation.

Guidelines:

The School Records Retention/Disposal Schedule is the authorisation that Archives New Zealand has given. It supports schools in their record keeping as it identifies the school records that can be discharged or destroyed, and those which must eventually be sent to Archives New Zealand.

1. a copy of the Ministry of Education School Records Retention / Disposal of Information is kept in the school office
2. at the direction of the principal, staff will comply with the Ministry of Education School Records Retention / Disposal Information Guidelines
3. only those with delegated authority may give approval for the disposal of school records
4. following is a schedule of Board and School Records to be kept, as a matter of Board Policy.

RECORD	ITEM	AUTHORISATION
Student:	Enrolment records Attendance records Admission and withdrawal records Progress reports relating to individual students Behaviour record	Principal
Governance:	Records of Board Membership Board Agendas and Minutes of Meetings Reports for meetings of the Board Charters Strategic Plans, Property Plans, and goal documents Annual Reports including Finance and SoV School Policies and School Procedures Board election administration records Board correspondence - all	School Board
Personnel:	Personnel records of staff and principals Payroll information - Salaries Staff leave - staff attendance Staff grievances and disputes Staff recruitment administration and appointments Training and development Correspondence - all Medical/Accident Register	Principal School Board

Finance:	Routine accounting records Loans and investments Budgeting and financial reporting - funding Insurance policies and claims Audit Reports & plans addressing qualified Reports Records of fraud and theft Asset Register and Asset Replacement Plan	Principal School Board
Property and administration :	Land and Buildings ownership Leases including equipment leases Occupancy licenses Building plans Property maintenance plans Disposal of major capital assets Supplies – stocktake records Asset Register and Asset Replacement Plan Contracts Tender reports and documentation Routine administration	Principal School Board
Historical:	Photographs Major school publications Newsletters and circulars Newspaper clippings Documentation of significant school events Former Department of Education filmstrips Memorabilia, and records related to the school's special character	Principal School Board

Collection, Storage, Access, and Disposal of personal Information Procedure:

Whareorino School Board recognises its duty to maintain the privacy of all prospective, current, and past staff and students, enrolled or employed at the School in relation to the collection, use, access, correction, and disclosure of personal information.

To establish procedures for collection, use and disclosure of personal information about identifiable individuals, and access to and correction of personal information and the use of unique identifiers, must comply with the twelve privacy principles of Privacy Act 2020.

1. Purpose of collection of personal information
2. Source of personal information
3. Collection of information from subject
4. Manner of collection of personal information
5. Storage and security of personal information
6. Access to personal information
7. Correction of personal information
8. Accuracy, etc, of personal information to be checked before use
9. Agency not to keep personal information for longer than necessary
10. Limits on use of personal information
11. Limits on disclosure of personal information
12. Unique identifiers

How we collect personal information?

Whareorino School takes all reasonable steps to ensure that information collected:

- is necessary for the School's purposes;
- is relevant to the purpose of collection;
- is collected in a fair way, without unreasonable intrusion; and
- is as up-to-date and complete as possible.

Principle 3 – collecting information from a person

When collecting information from an individual, it is important that the individual should be aware:

- that the information is being collected. For instance, schools should not, as a general rule (there are exceptions), video or audio tape a person without that person's knowledge;
- why it is being collected and what is going to be done with it, including whether the school is going to disclose it (and, if so, to whom and why);
- who will see the information. Only the people who need the information to do their job should see it (see principle 5);
- who is collecting the information and where it will be stored;
- if the collection is a legal requirement and whether the supply of the information is voluntary or compulsory;
- the consequences if the information is not supplied; and
- the individual's rights of access to and correction of the information.

How We Use Your Personal Information?

1. Whareorino School will take all reasonable steps to ensure that personal information is protected against loss, unauthorised access, modification or disclosure, and other misuse.
2. Personal information collected and held by the School will only be accessed and used by people employed or engaged by the School as required in the fulfilment of their duties and in a manner consistent with the original purpose.
3. Information may be used or disclosed to organisations outside the School as permitted by the Information Privacy Act/Health Records Act.

Information may be used and disclosed for the purposes of collection. It may also be used or disclosed for secondary purposes in certain circumstances, such as where the individual consents to such use, or where the use is authorised by law.

Personal information, including sensitive information and health information, may be used for the following purposes:

Students:

- Applications
- Enrolment
- Course Administration
- Academic Progress
- High School/College Enrolment
- Provision of Services to Students

Staff:

- Selection - recruitment
- Appointment
- Review
- Promotion

- General Administration
- Provision of services to staff

Other:

- Advertising of the school
- Library
- Research
- Marketing

In addition, Whareorino School may release students’ personal information in the following instances:

- factual data (name, address, etc.) to High School/College Enrolments
- academic progress information to another tertiary institution or related body as required in the course of a student’s transfer to a new institution;
- personal and enrolment information, including academic results, of students undertaking cross-institutional study to the relevant institution as required to confirm the student’s enrolment or qualification, or health/medical reasons to an external approved provider;
- personal information to relevant organisations engaged by the School to provide debt recovery services;
- personal and enrolment information, including academic results of students undertaking extra learning outside the school.

How We Dispose of Your Personal Information?

Please refer to the ‘School Records Retention / Disposal Procedure. A copy of the Ministry of Education School Records Retention / Disposal of information is kept with this policy.

Delegations

Record keeping concerning school operations and student achievement are the responsibility of the Principal and Duty Principal. Board document record keeping is the responsibility of the Board Presiding Member and Board Secretary.

Procedures and Guidelines, Forms, and Information:

- School Records Retention/Disposal Procedure
- MoE School Records Retention/Disposal Information pack
- Whareorino School Enrolment Form
- Collection, Storage, Access, and Disposal of personal Information Procedure
- MoE Effective Governance: Keeping Your Records Straight

Related Policies:

- D4.11 Protected Disclosures (refer to Board Policy Framework)

Legislation:

- Public Record Act 2005 www.legislation.govt.nz/act/public/2005/0040/latest/DLM345529.html

C. Stevenson
PRINCIPAL

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