Katikati College
Privacy Policy

RATIONALE:

To protect the privacy and manage the collection, use and disclosure of information about individuals.

GUIDELINES:

1. Katikati College will comply with the Privacy Act 2020.
2. The Principal is appointed to the position of Privacy Officer.
3. Personal information is collected only for purposes connected with the function of the College.
4. In general, information is collected directly from the person concerned.
5. Photographs and videos taken of school events will be used for the purpose of publicity. Parents/caregivers need to inform the school if images of their children are not to be used.
6. Security cameras operate throughout the school and on school buses to minimise health and safety risks. (see CCTV guidelines for further information)
7. Reasonable safeguards are in place to protect information from loss, unauthorised access, improper use or improper disclosure.
8. The school takes reasonable steps to make sure personal information is correct, up to date, relevant and not misleading.
9. Individuals have access to information held about themselves, and may request correction of information held, or, when not corrected, may require that there be attached to the information a statement of the correction requested.
10. Information is only used for the purposes for which it was collected except in certain circumstances (e.g. for statistical purposes where the person's identity is not disclosed).
11. Requests from outside agencies will be in accordance with their respective Legislative Acts.
12. Information is kept only for as long as it is needed for the purposes for which it was obtained.

Reviewed and Approved - June 2025