



# MATAHUI SCHOOL

117 Matahui Road, RD4, Katikati 3181. Phone (07) 552-0655  
Email: office@matahui.school.nz



## PRIVACY PROCEDURE

- The Board of Trustees will appoint a Privacy Officer.
- Procedures will be designed to comply with the principles contained in The Privacy Act 1993 which specify requirements in terms of:
  - Purpose of collection of personal information
  - Source of personal information
  - Collection of information of personal information
  - Storage and security of personal information
  - Access to personal information
  - Correction of personal information
  - Accuracy etc of personal information to be checked before use
  - Agency not to keep personal information to be checked before use
  - Limits on use of personal information
  - Limits on disclosure of personal information
  - Unique identifiers
  - Procedures will be set up for the collection, use and disclosure of personal information relating to all individuals in the school
  - All school forms that collect personal information such as application for appointments, student record cards, enrolment information, information about employees and information about pupils and parents should contain information about the purpose, use and disclosure of the information collected.

## INFORMATION PRIVACY

I agree to Matahui School collecting personal information on \_\_\_\_\_ (*full name of student*)

I have been advised by the School that the information I provide will be used for:  
**-administration and educational purposes only**

I accept the fact that this information may later be used for statistical and/or research purposes and agree to its use for that purpose, provided that if the information is published in any way it will not identify me or the individual concerned.

I understand that the information I provide will be held at Matahui School whose address is as above.

I am aware of the rights of access to, and correction of this information

Signed:.....

*Individual/Parent/legal Guardian/Caregiver/Agent*  
*Please delete those not applicable*