# Privacy Procedures (NAG 6)

## Blind & Low Vision Education Network NZ

**Note:** None of the procedures listed below will override those outlined in the School Records and Rention/Disposal Information Pack, written by the Ministry of Education in conjunction with Archives NZ. This pack is available on:. [MOE Link to Archiving and Disposing of School Records](http://www.education.govt.nz/school/managing-and-supporting-students/archiving-and-disposing-of-school-records/#sh-school%20records%20and%20retention) .

## 1. Privacy Officer and Coordination of Privacy Procedures

The privacy functions of each BLENNZ service strand will be the responsibility of the respective Senior Manager who will monitor the flow of information into and out of that service. The managers will report on privacy issues to the Privacy Officer at a meeting held at least twice yearly.

## 2. Collection of Information

No personal information regarding learners either undergoing assessment or enrolled with BLENNZ will be collected without the consent of the parents/caregivers or the students themselves if that is appropriate.

This consent will be sought in writing on an approved form which will make clear the type of information being collected and the specific purpose for which the information will be used. Information may only be used for the purpose for which it was collected unless parent permission is given. A verbal response is acceptable if written consent is not possible. The identification of both the BLENNZ staff member and the respondent must be documented at the time the consent is sought.

Information is held on the main file of ākonga and teachers’ working file and can also be recorded on e-Tap.

## 3. Storage of Information

Information held by BLENNZ will be securely stored to prevent loss or misuse. Ākonga files maintained as working documents will be securely stored to prevent loss, misuse or access by any unauthorised person. Access will be available to ākonga on professional practicums only under teacher supervision.

No main files will leave Homai Campus or a Visual Resource Centre without the approval of the appropriate Co-ordinator or Senior Manager, or the Principal. Any removal of files must be recorded.

## 4. Retention of Ākonga Files, Photographs and Audio Visual Material

When ākonga under 18 are withdrawn from the roll the parents/guardian will be offered a copy of the file and photographs and videos. If they are over 18 it may be more appropriate to offer the copy to the ākonga rather than the parents/guardian. If there has been no response after one month it will be assumed that a copy is not required. These files (including a disc of all photos) will be sent to the Homai campus for long term storage. With the approval of the Board of Trustees (delegated to the Principal) original student files, photos and videos will be destroyed 7 years after ākonga have turned 21. A computer record of the names of ākonga whose files have been destroyed will be kept.

Other photographs and videos e.g. class, staff, EOTC, sports and social events, will be kept for as long as BLENNZ requires them for administrative or reference purposes. Once these are no longer required they will be destroyed with the permission of the Principal who has been delegated this authority by the Board.

Photographs and videos recording significant events e.g. ceremonial occasions, jubilees, major awards, retirements of long serving staff, major new building or restoration work etc will be kept indefinitely.

The standard letter sent to the parents/guardian or ākonga at the time of withdrawal from the roll will outline the full process so that there is awareness that the original file is being held and still available for the specified period.

For deceased ākonga the file will be stored separately at the Homai campus with an alert sticker. No letter will be sent and the original file will be destroyed 7 years after the event with the approval of the Board of Trustees (delegated to the Principal).

Original medical information generated through the Homai Clinic i.e. ophthalmic and paediatric cards, will be removed from files before they are destroyed and retained in a central filing system.

## 5. Electronic Files

Electronic files comprise all data pertaining to ākonga and staff including photos and audio visual material. Electronic files will be maintained and subsequently destroyed on the same basis as hard copy files. Information kept can only be used for the purpose for which it was originally sought.

Electronic files will be stored wherever possible on the BLENNZ servers. Material will be archived as required and kept only for as long as the material is needed but no longer, in the case of ākonga, than 7 years past the age they turn 21. Electronic files will then be destroyed at the same time as the hard copy material. In the event of ākonga passing away, where appropriate families/whanau will be offered a DVD of photographic memories. Electronic material pertaining to that ākonga will then be archived and destroyed seven years after the event.

Photos over and above the respective department’s allocated storage level that cannot be stored on the servers, will be stored by staff on individual external hard drives. These hard drives may be kept in a secure location at either the Homai campus or visual resource centre.

Only photos currently being used by staff are to be kept on portable work devices e.g. laptops, tablets, cell phones. Photos must only be taken on BLENNZ owned or leased devices. They must not be taken on any personal device. Photos must be copied to the photo drive on the BLENNZ server where possible, and/or on to a hard drive kept in a secure location in the respective Visual Resource Centre. Photos must then be deleted from the portable work device. This is to ensure, as much as possible, security and privacy for both students and staff in the event of a portable device being stolen. Consent must be received from parents for ākonga photos to be kept on portable devices. Photos of ākonga must not be kept on portable devices where there is no intention of these photos being shared with families or used for current reporting.

Photos and videos with full public consent, have been given consent indefinitely by default. However in terms of good practice, BLENNZ will review photos kept for public access (e.g. for the BLENNZ website) to ensure photos are only kept and accessed for the purpose for which the original consent was given. This review will take place every two years. Photos will only be used in accordance with the current photo consent forms. Audio visual material and photos of ākonga that are no longer required will be either archived or destroyed.

Electronic archival material will be stored in accordance with the guidelines provided.

## 6. Access to Information Stored

All ākonga files will be accessible to parents/guardian and to the ākonga themselves where this is appropriate.

Parents/guardian have the right to request that information held is corrected or deleted. This request must be made to the appropriate manager. If there is disagreement over this the manager involved must record the fact that a request to make a change or deletion has been made, and that this request has been denied.

## 7. Dissemination of Information

No personal information, including written reports, will be shared with other professionals without written permission from the parents/guardian on the approved BLENNZ form.

Care will be taken that any disclosure of information is for the same purpose that the information was originally collected.

## 8. Staff Files

Personal information relating to a staff member or volunteer will not be left in a place that is accessible to any other than the person it is intended for. Personal information relating to any staff member or volunteer will not be passed to any other person without their permission.

Staff files and volunteer information will be securely stored to prevent loss or misuse. All staff members and volunteers will have right of access to their own personal files/information. Copies of any information in the files will be provided on request.

Staff members and volunteers may not take their personal files/information from the room in which they are stored. They have the right to request that information held in their files is corrected or deleted. This must be negotiated with the Principal. If there is disagreement over the proposed change the Principal will record the fact that a request to make a change or deletion has been made and that the request has been denied.

Computer files containing personal information about staff members including salary details, performance appraisals and disciplinary matters will either be stored on the relevant manager’s personal h-drive or password saved on the g-drive. Information held on h-drives is only accessible to other staff with the permission of the respective manager or Principal and only for relevant purposes e.g. payroll.

On leaving staff will be offered a copy of their own personnel file.The original file will be kept for seven years and then will be destroyed with the approval of the Board of Trustees (delegated to the Principal). Prior to the destruction of the file, a basic record of service information will be recorded on a central database.

## 9. Employment

All CVs being considered must be circulated to the members of the interviewing panel only. CVs must be returned to applicants following the selection process and electronic copies destroyed. Details of teacher qualifications in vision impairment will be held electronically and retained for MOE and ERO statistical purposes.

Interview material for all applicants needs to be kept securely for three months after candidates have been notified of the decision. After three months the material should be destroyed. The holding and destruction of this material is the responsibility of the lead interviewer.

Information must not be sought from previous employers of an applicant or any other person without the permission of the applicant.

## Declaration:

I have read and am aware of the obligations and responsibilities that relate to the BLENNZ Privacy Policy and procedures. I understand that any breach may be investigated. Such investigation will follow policy and procedures outlined in the BLENNZ Concerns and Complaints Policy and the appropriate Collective Employment Agreement.

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(Name)

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(Signature)

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(Date)