

## Privacy Policy

### Rationale:

The Privacy Act 1993 imposes constraints about the collection, use and dissemination of personal information gathered through the activities of Small World.

### Objectives:

- To ensure that the collection, use and dissemination of personal information gathered through the activities of Small World complies with all the requirements of the Privacy Act 1993.

### Procedures:

- The privacy officer will be the incumbent Manager of Administration.
- All information collected about staff, children, family and whanau will remain confidential and be securely held.
- Information will not be released without the permission of those involved.
- Requests for information from outside agencies will be required in writing and will be replied to by the privacy officer in writing.
- Parents and caregivers will have full access to any information collected about their child and any information collected will be accurate and necessary and only used for the purpose for which it was collected.
- Any and all staff, parents and whanau or prospective staff have the right to access their own personal information.
- All staff will be made aware at induction of the guidelines they are to follow in relation to the Privacy Act 1993.
- Email addresses will be held securely and 'group' emails will employ the 'block' address function to maintain the privacy of recipients' addresses.