

## ***POLICY***

### **PRIVACY**

### **(04.020)**

#### **POLICY**

Northland Polytechnic will adhere to the information principles contained within the Privacy Act 1993. Northland Polytechnic shall maintain a proactive privacy compliance programme which recognises its statutory obligations as a responsible corporate citizen.

All requests to Northland Polytechnic for personal information, by a third party shall be guided by the requirements of the Privacy Act 1993.

#### **PURPOSE**

The purpose of the privacy policy is to provide a foundation of 'best practice' to ensure compliance by Northland Polytechnic employees with the provisions of the Privacy Act 1993 ("the Privacy Act").

#### **APPLICATION AND SCOPE**

This policy applies to all staff at Northland Polytechnic at all sites.

#### **DEFINITIONS**

- *Personal Information*  
Means information about an identifiable individual
- *Privacy Act*  
The main purpose of the Privacy Act 1993 is the promotion and protection of individual privacy. The Act is primarily concerned with good personal information handling practices.

#### **COMPLIANCE OBLIGATIONS**

- *Privacy Act 1993*

<b>Responsibility</b>	Executive manager responsible for human resources
<b>Approval dates</b>	June 2015
<b>Next Review</b>	June 2018

**SIGNED:**     *V Dark*     **Date:**     *5/8/15*      
**Chair, Council**

## PROCEDURES AND GUIDELINES

### 1.0 Privacy Policy

- 1.1 The collection of personal information by staff of Northland Polytechnic is governed by the Privacy Act 1993.
- 1.2 Any staff member who wishes to collect, store, access or use personal information must adhere to the Information Privacy Principles contained in the Privacy Act, which are set out in the attached appendix.
- 1.3 To ensure staff understand Northland Polytechnic's privacy policy, induction procedures shall emphasise the privacy requirements to new staff. Follow-up awareness programmes shall be maintained for existing staff as appropriate.
- 1.4 A Privacy Officer shall manage procedures for responding to requests for information and to adjudicate on sensitive or unusual inquiries. The Privacy Officer shall be appointed by the Director Corporate Services.
- 1.5 Northland Polytechnic may charge for the provision of information other than that which is required to be supplied free of charge to those authorised to receive it.
- 1.6 Regular audits shall be completed on printed forms and other media by which information is gathered and stored to ensure policy compliance and to balance the needs of Northland Polytechnic with the legitimate interests of its customers and stakeholders.

### 2.0 Disclosure of Personal Information to Third Parties

- 2.1 Personal information held by Northland Polytechnic is not disclosed to third parties without consent, unless Northland Polytechnic is obliged to disclose information in certain circumstances set out in the Act or by order of any Court of Tribunal of competent jurisdiction.

## KEYWORDS

Disclosure of information

Personal information

Privacy Policy

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### REVISION HISTORY

Version	Description of Change	Author	Effective date
1	New	QMS Team	January 2009
2	Review – management structure changes	QMS Team	January 2011
3	Review – changes to policy statement	D Harrop	July 2015