

Privacy of Information Policy

It is the Policy of St Chads Communication Centre Trust to respect and value people and this includes people's right to privacy. Personal information will only be collected for purposes related to the services that are offered by the Trust and/or for quality assurance and employment or volunteering purposes.

We will do this by:

- ensuring the requirements of current legislation are being met
- ensuring the privacy of individuals (clients, staff and volunteers) within the organisation is protected

This Policy is for the benefit of clients and their whanau/family/caregivers, staff and volunteers.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

Guidelines:

1. In general, information will be collected directly from the person or parent/caregiver concerned unless it is publicly available from elsewhere or, the person's interests are not prejudiced by the collection of that information from elsewhere
2. St Chads enrolment form will seek permission for disclosure to third parties where required to perform under our contracts for services. There will also be information on how to access the information held by St Chads
3. All employees and volunteers of St Chads will be informed of their rights under the Privacy Act and agree to disclosure of information to third parties where required (e.g. IRD). They will also be advised on how to access this information should they wish to
4. St Chads will undertake all reasonable efforts to ensure all information held on any individual will be kept in a secure manner (locked storage or password protected digital storage)
5. Staff and volunteer Code of Conduct will include the expectation that information will on any individual will not be accessed unless it is for valid purposes, despite the potential opportunity for access
6. The Privacy Act states a number of grounds that allow personal information to be disclosed. Examples of permitted disclosure include where;
 - "The information is already publicly available, or the disclosure is to the individual concerned, or the disclosure was authorised by that individual
 - Disclosure is necessary to avoid prejudice to the maintenance of the law, for the conduct of court proceedings, or to prevent serious or imminent threat to public health and safety or to the life and health of an individual"
7. The Privacy Commissioner may also authorise disclosure even if the disclosure would be contrary to the privacy principles in the Privacy Act. In such cases, the Privacy Commissioner must be satisfied that the Public interest outweighs the privacy of the individual

This policy supersedes all earlier versions of the Privacy of Information Policy.

Supporting Documents:

Privacy Act 1993
St Chads Enrolment Form
Volunteer Application Form
Staff Details Form
Staff Code of Conduct

Date ratified: Mar '07

Date reviewed: March 2020

Next review: Mar 2022