

WAITAKERE COLLEGE

Section G: ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimarie)

Policy: Privacy: Storage of Information

Date of Review: November 2016

Reviewers: HoD Inclusion Support Centre, Assistant HOD, Therapists,
Shona Smith (Deputy Principal), Special Needs Sub-Committee

Goals

- 1 To maintain confidentiality of student files within the Centre.
- 2 To ensure only relevant current information is held pertaining to students in keeping with Ministry of Education, Specialist professional board requirements and the Privacy Act.

Guidelines

1. Appropriate and relevant information about students to be kept in lockable cabinets and efiles in Student Records and in the Inclusion Support Centre.
2. Student information is securely stored for 10 years after they have left the ISC.¹
3. HoD ISC and appropriate staff have access to files.
4. Parents of students and students have a right of access to information about themselves from their own file via appointment through HoD.²
5. If a student is over 18, their permission is sought to share file information with outside agencies.

Chairperson

Principal

Date

¹ Storing files for 10 years is a requirement for specialist professional boards.

² This is in keeping with the overall College privacy policy and procedures, which states that the right to access information does not necessarily convey the right to access the documentation in which that information is held.