

WAITAKERE COLLEGE

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

Policy: **Privacy: Storage of Information**

Date of Review: **August 2020**

Reviewers: **Rosie Garner (HOD Inclusion Support Centre), Jody Morton (Assistant HOD), Janet Moir (Lead Therapist), Ants Cotton (Deputy Principal).**

Goals

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

Guidelines

- 1 Appropriate and relevant information about students is to be kept in lockable cabinets and secure e-files in Student Records and in the Inclusion Support Centre.
- 2 Student information is securely stored for 10 years after they have left the ISC. After this, it is professionally destroyed ¹.
- 3 The HOD of the ISC and appropriate staff have access to files when it is deemed necessary.
- 4 Parents of students, and students themselves, have a right to access their file via a request to the HOD ².

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.