

Section G (NELP 1) ATTACHED UNITS – (INCLUSION SUPPORT CENTRE – Te Whare Rangimārie)

Policy: Privacy: Storage of Information

Date of Review: August 2024

Next Review: August 2027

Reviewers: HOD Inclusion Support Centre, Assistant HOD, Lead Therapist, Associate 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 on a secure drive that is only accessed by relevant staff (HOD and therapist).
2. Student information is securely stored for 10 years after they have left the ISC. After this, it is deleted correctly.
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 .

Chairperson

Principal

Date

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