



THE SCHOOL LIBRARY ASSOCIATION OF
NEW ZEALAND AOTEAROA
TE PUNA WHARE MĀTAURANGA A KURA

Privacy

Rationale

SLANZA is to ensure workers and clients are confident their privacy is maintained at SLANZA and that SLANZA implements the requirements of the Privacy Act 2020.¹ Privacy refers to the control of how SLANZA uses personal information. Personal information is information about identifiable living people.

Definitions

A privacy breach – includes unauthorised or accidental access to personal information, or disclosure, alteration, loss or destruction of personal information.

A notifiable breach – where it is reasonable to believe that the breach has caused or is likely to cause serious harm to an affected individual.

Objectives

1. To ensure information gathered about employees and members of SLANZA is lawful and is kept confidential.
2. To ensure accurate and up to date information gathered is collected from the person concerned and is relevant to the successful running of SLANZA.
3. To ensure all information is stored and disposed of securely and protects the information from unauthorised use or disclosure.
4. To appoint a privacy officer who ensures that workers and clients are informed of the privacy policy and procedures, and the purposes for which information is collected.

Notification of privacy breaches

1. The Board is to be immediately notified of any privacy breach.
2. SLANZA will notify the Privacy Commissioner and affected individuals in the event of a notifiable privacy breach as soon as practicable after becoming aware of the breach.
3. Notification to the Privacy Commissioner will follow the prescribed process of the Privacy commission.
4. Unless the breach is covered by the Privacy Act's carve outs, notification must be made as soon as possible to the affected individual or if it is not reasonably practical to do, notification will be made by a public notice.

Collection of information

1. Only necessary information relevant to the person's position will be collected.
2. Information will be collected directly from the person.

3. The person will be informed as to what the information will be used for, and who else will have access to it.
4. Only people whose roles directly relate to the information will have access to it.
5. Information will be stored or disposed of with proper safeguards against loss or wrongful disclosure.
6. If SLANZA is informed by a person that their information is incorrect, SLANZA will correct it as soon as possible.
7. Information will not be shared with any third party except with the express permission of the person.
8. Information will only be used for lawful purposes.
9. Upon request by a person, and where private information may be readily retrieved, SLANZA will promptly reveal the information held by SLANZA about that person.
10. Information regarding workers' pay and conditions of employment is not to be shared among workers.
11. Employees and members are to be informed of their rights under the Act.
12. All employees and Board members accessing private information will be provided training in how to ensure the security and privacy of information.