



## Privacy Policy

Reviewed by Cambridge High School Board May 2026

Cambridge High School promotes and protects the privacy of all individuals associated with the school, i.e. students, staff, parents, whānau, guardians, and any others. We follow the key principles of the Privacy Act 2020, which describe how we may collect, use, store, and dispose of personal information. The Privacy Commissioner administers the Act and encourages best practice.

Our privacy officer deals with requests for personal information and, if required, liaises with the Privacy Commissioner in any investigations. Our privacy officer is the principal.

### Official Information Requests

When a person asks Cambridge High School for information, Cambridge High School follows the requirements of the relevant legislation and guidelines.

### Types of requests

- State schools are subject to the Local Government Official Information and Meetings Act (LGOIMA), which requires boards to take reasonable steps to ensure that parents of enrolled students can learn the location and timing of board meetings, if they are interested, and allows members of the public to access agendas, reports, and meeting minutes.
- Requests for a person's own information are dealt with under the Privacy Act.
- Requests for information can be made under the Oranga Tamariki Act or Family Violence Act.
- Requests for other types of information, including parents' requests for information about their child, are covered by the Official Information Act (OIA).

The board will assess any official information request and respond within 20 working days, as required by the OIA, or may refuse the request, if appropriate. Reasons why a request may be refused include:

- legal reasons for withholding the information.
- the information requested is or will soon be publicly available.
- the information does not exist or cannot be found.
- it would take substantial collation or research to compile the information.
- the request is considered frivolous, trivial, or vexatious.



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If a request is refused, the board will give reasons for the refusal and ensure the person who requested the information knows they have the right to make a complaint to the Ombudsman.

### **Charges**

Charges may apply, and Cambridge High School will ensure the person who requested the information agrees to the costs before proceeding. Requests for information may be amended to lessen estimated costs or because they would otherwise be refused due to the need for substantial collation or research.