

## Tip of the Month – August, 2010

### Privacy in our Schools

Within the provisions of the Data Protection (Privacy of Personal Information) Act, 2003 (DPA) here are some bullet points for the promotion of privacy by the authorities in our schools:-

- Only collect the minimum amount of personal information you need.
- The information you get should come from the individual concerned.
- Use lawful, fair and reasonable methods to collect information.
- Store and transmit information securely.
- If requested, give people access to their information.
- Ensure the information you hold is adequate, accurate and up-to-date, but not excessive.
- Only retain the information for as long as necessary.
- Be willing to correct erroneous information once proven to be the case.
- Use personal information for its intended purposes only.
- Be familiar with the limits on disclosure of personal information. (See section 13 of the DPA for guidance).
- Exercise care with the use of personal identification numbers (notably, the National Insurance Number).

See also our website “Resource Centre” article on “Taking Photographs in schools.”

If you require any further information about this or any other aspect of the Data Protection, please E-mail us at [dataprotection@bahamas.gov.bs](mailto:dataprotection@bahamas.gov.bs)