

# PPTA PRIVACY POLICY

## Appendix A: Chart with key principles



## Appendix B: Examples for Discussion

Jacinda is a PPTA field officer and is visiting Sweet Valley High to speak to a member about workplace bullying. She has asked her PA, Jessica, to organise a branch visit while she is there. Through the course of the telephone conversation, the branch chair casually asks Jessica what else brings Jacinda to visit the school.

What information can she share? Should she share?

Philip is the regional Pasifika coordinator for Auckland central region. He wants to organise a fono for his region to speak about making Hindi an NCEA Level 2 language and asks the Auckland field office for a list of all members on the PPTA Pasifika roll.

What information can the Auckland office share with Philip?

Philip promises to keep people who attended the Fono in the loop with any developments with NZQA. A few people add their emails to an attendance list.

A few years later, Philip is going to be the DJ for his local church raising money for Vanuatu after the cyclone and wants to promote the event to all of his contacts. Can Philip share information about this event with people who attended the Fono?

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Mike is an advisory officer. A whole lot of trouble is brewing at Mohair High School, including the Principal trying to introduce new policies that take away all rights of staff to a rest or meal break during exam lead-in time. The branch chair and field officer have approached Mike (and National Office) for legal and strategic assistance in pushing back and challenging the Board.

Who can Mike talk to about this?

Toni is a field officer who is supporting a member that has been accused of sexual harassment of male staff at Dagenham High School. The case has been considered by the Board of Trustees and referred to the Complaints Assessment Committee at the Teachers Council. One of the other staff members at the school has also approached PPTA for assistance and support in their role as a witness for each stage of the proceeding.

What protocols should be introduced to help protect the privacy of the different members?

Geoffrey is a PA at the Dunedin field office and has been asked to print out the file of a member for a field officer ahead of a disciplinary hearing at the school. This includes all sorts of private information including medical reports and serious allegations from students. It is a busy office.

What should Geoffrey do to make sure that the information is kept private?

Lila is a DGS at National Office and arrives at her desk in the morning to find an email from a staff member stating that she will need to have time off work in September to have her ovaries removed. Who can Lila speak to about this and what information can be shared?

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## Appendix C: Information access and sharing PPTA regional officers and branch officers

