# **Redacting for Privacy**

**Guidance for redacting annual reports before publishing**

**August 2017**

## Purpose

These guidelines have been developed to assist boards of trustees who wish to ensure that the publicly available version of their annual report does not contain any information that may breach the privacy of an individual.

## Types of information that may be redacted

If your annual report contains information that may impact on the privacy of an identifiable individual you may have grounds to redact this information to protect their privacy.

The types of information which may impact on the privacy of an individual include:

1. Names of individual students
2. Comments about individual students / families / teachers
3. Any lists of data about individual students
4. Photos of students where permission has not be given by the student/parents for their use.
5. References to specific disabilities of students may be withheld depending on context and whether it poses a risk to privacy.

Please note, the types of information in the above list are only examples and whether a piece of information may be redacted will require an assessment of all the factual circumstances.

## Further information

If you require further information about making redactions for privacy, your board can get advice from the New Zealand School Trustees Association (0800 782 435).

Guidelines about the Privacy Act can be found on the [New Zealand School Trustees Association website](http://www.nzsta.org.nz/media/2076/nzsta-guidelines-privacy-act.pdf).