

Stratford Primary School: Policies

600 OFFICIAL INFORMATION REQUESTS

When a person asks Stratford Primary School for information, Stratford Primary 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).
- OIA requests.

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.

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 Stratford Primary 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.

Legislation:

- Official Information Act 1982
- Local Government Official Information and Meetings Act 1987
- Privacy Act 2020

Resources:

- Ministry of Education – Educational Leaders: [How should the school respond to requests for official information?](#)
- NZSTA: [Governance support resources – Responding to information requests](#)
- Ombudsman: [The OIA and school boards](#) and [Complaining about access to official information](#)

Review schedule: Triennially