

PRIVACY POLICY

Rationale:

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

Aims:

To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with the *Health Records Act* and the *Information Privacy Act*.

Implementation:

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All staff at our College will be made aware of, and reminded of their individual and collective duty of care regarding Privacy.
- While Privacy legislation is detailed, practising privacy involves:
 - COLLECTING** only information the College needs.
 - INFORMING** people why you need the information and how we will use it.
 - DISCLOSING** only the information that is necessary for the purpose of the service.
 - ACCESSING** – providing people with access to their own records.
 - SECURING** information against unauthorised use or disclosure.
- All information collected at our College (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.
- All collected information at our College will be retained in either the fireproof safe, or in the secure compactus storage in the office as appropriate.
- All relevant information and records relating to students (e.g.: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure storage in the office.
- All electronic data will be securely maintained and stored.
- All records will be maintained and kept up to date by office administration staff.
- All requests (including requests by staff) for information stored at the College must be made to the principal or his/her delegate.
- All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their children, or information requested by staff in the course of their work about students) will be referred to the principal.
- Under no circumstances, will personal private information be disclosed to unauthorised people.
- Use of digital images must be obtained by parent consent before being used in any publications.