

Privacy

6.6

Rationale

1. The provisions of the Privacy Act 1993 will be complied with. to promote and protect individual privacy with regard to:
 - a. collection, use and disclosure of information relating to individuals.
 - b. access by each individual to information relating to that individual held by the school.

Requirements

1. The Principal shall be the Board's privacy officer.
2. Upon enrolment, all parents will be asked to sign a statement which authorises the school to collect information about the student and use it for school purposes.
3. Copies of reports, disciplinary measures, correspondence etc will be kept in a personal file designated to each individual student. Filing will only be handled by officers or others approved by the Principal. Digital copies of reports, discipline measures, correspondence etc will be kept in files on the SMS and school servers that are designated to each individual student. Filing or viewing will be restricted to staff members or others approved by the Principal.
4. Individual personal files will be available for perusal by the parents of the student concerned or by the student him/herself, upon request to the Principal in writing.
6. The only information collected will be that which helps build a record of a student's progress through the school and other matters such as disciplinary, guidance assistance offered, correspondence with parents etc. as approved by the Principal.
7. Information lists held on file or computer (eg. address, phone numbers) will be used for school reasons only and will not be released to staff, Board members, or outsiders for other purposes. Decisions on appropriate release will be made by the Privacy Officer only.
8. Personal files for teachers will hold only matters pertinent to that teacher's employment at the school. ie. application forms, CVs submitted, correspondence, actions taken on behalf of the teacher etc. (see also under Appointment Procedures).
9. Such files will be available for perusal by the individual teacher, on request, in writing, to the Principal. The digital files and hard copies will be held securely in an area designated by the Principal.

Adopted by the Board of Trustees: 23 May 2017