



Warracknabeal Secondary College

Privacy

Rationale:

Warracknabeal Secondary College recognises it has a responsibility to regulate the collection, use and storage of any personal information in relation to students, parents and staff.

Schools are required to handle personal information in accordance with National Privacy Principles as outlined in the legislation.

Aims:

- To protect individuals from any harm resulting from the misuse of their personal information.
- To ensure that Warracknabeal Secondary College acts in a professional manner compliant with the Information Privacy Act 2000 and the Health Records Act 2001 when collecting, handling, using, storing and disclosing personal information.

Implementation:

Personal Information

Information that is recorded in any form about an individual whose identity is apparent. Examples include all paper and electronic records, photographs and video recordings.

Health Information

Information about a person's physical, mental or psychological health or disability, which is also classified as personal information.

Sensitive Information

Information relating to a person's racial or ethnic origin, sexual preference, political or religious beliefs, or criminal record, which is also classified as personal information.

Information Privacy Act

The law establishes standards for the collection, handling and disposal of personal information. This law applies to all forms of recorded information about an individual. The Privacy Act places special restrictions on the collection, use and disclosure of 'sensitive information.'

Health Records Act

This act establishes the standards for the collection, handling and disposal of health information.

What kind of information does this school collect?

Warracknabeal Secondary College can collect and hold information about:

- Students and parents and/or guardians before, during and after the course of a student's enrolment at this college.
- Job applicants, staff members, volunteers and contractors, and
- Other people who come into contact with the college.

Personal information you provide

The College will generally collect personal information held on an individual by ways of forms filled out, face-to-face meetings and interviews and telephone calls and other communications. On occasions people other than parents and students may provide personal information.

Personal information provided by other people

In some circumstances, the College may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

How will the school use the personal information you provide?

The school's primary purpose is for education and the duty of care of its students. The college will use personal information for the school's primary purpose and for such other purposes that are related to the primary purpose.

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and reports.
- Day to day administration
- Looking after students educational, social and medical wellbeing.
- To satisfy the school's legal obligations, and to allow the school to discharge its duty of care.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess (and if successful) to engage the applicant, staff member or contractor. The purposes for which the school uses this information include:

- In administering the individual's employment or contract
- For insurance purposes
- To satisfy the school's legal obligations, for example in relation to child protection legislation

Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual to:

- Another school as required
- Government departments
- Medical practitioners
- People providing services to the school including counsellors and specialist teachers, with permission from parent and/or student
- Recipients of school publications including newsletters and magazines
- Parents, and legal guardians
- Anyone you authorise the school to disclose information to.

How will the school treat sensitive information?

Unless you agree otherwise, or it is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

Management and security of personal information

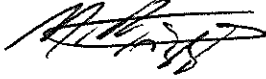
The college has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to electronic records.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the school holds about them and to advise the school of any perceived inaccuracy. To make a request to access any information you must contact the Business Manager. There will, however, be occasions when this access is denied. Such occasions would include situations when the release of information may have an unreasonable impact on the privacy of others or where the release of information may result in a breach of the college's duty of care to the student.

- All information collected at our school (including enrolment, excursion and medical permission forms etc.) will be subject to the above principles.
- All collected information at our school will be retained in a secure storage area and disposed of in a manner consistent with the Public Record Office Standards
- All relevant information and records relating to students (enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will be retained in a secure storage area.
- All electronic data will be maintained, stored and transmitted in accordance with Department requirements and expectations.
- All records will be maintained and kept up to date by office administration staff.
- All requests (including requests by staff) for information stored at school must be made to the principal or his/her nominee.
- All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests by parents about their children, or information requested by staff in the course of their work with students) will be referred to the principal

- Under no circumstances, will personal private information be disclosed to unauthorised people.

Evaluation: This policy will be reviewed as part of the school's three-year review cycle.

Ratified by School Council	Date: 16/11/15
Signed:	
School Council President:	