

Privacy Policy

Rationale

- Kingswood creates an enjoyable learning environment where students and staff can flourish and prosper.
- Protecting the personal and health information of staff, students and families is a moral, professional and legal responsibility that our school recognises and accepts.
- Privacy protects individuals from harm resulting from misuse of their information.

Aim

To collect, handle, use, store and disclose personal and health information of staff, students and families in a manner compliant with the *Health Records Act 2001* and the *Information Privacy Act 2000*.

Implementation

- All staff at school will be made aware of the Privacy Act, Department Privacy Bulletins and other information as they become available. Staff will be reminded of their individual and collective duty of care regarding Privacy as required.
- While Privacy legislation is detailed, practising privacy involves:
 - COLLECTING** only information the school 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 school (including enrolment, excursion and medical permission forms etc) will be subjected to the above principles.
- All collected information at our school will be retained in either the fireproof safe (in the case of staff), or in the office area as appropriate, or disposed of via a security bin.
- All relevant information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in the office area.
- All electronic data will be maintained, stored and transmitted in accordance with the 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 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 and possibly the Freedom of Information Unit.
- Under no circumstances, will personal private information be disclosed to unauthorised people.

References

Evaluation

To be reviewed as required by developments in relevant legislation or Department requirements.

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

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Review

Version	Edited By / Comments	Next Review
June 2012	P & C Committee	June 2015
April 2015	Strategic, Development & Engagement Sub-Committee	June 2018