

# Privacy Policy

## PURPOSE

Our primary purpose in collecting personal information about students and their families is to enable the school to provide schooling for the student. This may be manifested in some or all the following ways: - To keep parents informed about matters relating to their child's schooling. - Day to day administration. - Looking after student's educational, social and medical wellbeing, including communicating matters of importance to a child's teacher. - To satisfy the school's legal obligations to allow us to discharge our duty of care.

## POLICY

1. All staff in Sidrah Gardens School are to follow the Privacy Policy.
2. We will collect and hold information about students, siblings and parents and/or guardians before, during and after the course of a student's enrolment; similarly, job applicants, staff members, volunteers and contractors; and others who meet the school.
3. In general our collection of personal information about students and their families will be by means of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls and emails. It can include surveys, feedback, forms and questionnaires.
4. In some circumstances we may be provided with personal information from a third party, for example a doctor, or by way of a reference from a previous school.
5. We may disclose personal information, including sensitive information, held about an individual to another school as required, government departments as required, medical practitioners, people providing services to the school (including specialist visiting teachers and sports coaches), parents of the child in question, and anyone whom the person concerned, or in the case of a student, his/her parent/s or guardian/s, authorises us to give such information to. Equally, we may withhold information where it appears to be in the individual's best interests to do so (unless legally required to make them available).
6. Sensitive information includes information relating to a person's racial or ethnic origin, political opinion/s, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health. Unless the individual concerned stipulates otherwise, the disclosure of that sensitive information 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.

7. When an individual student travels off campus we may provide personal information about that student to the accompanying staff or coordinators and assistants.
  
8. We will hold personal information securely, by means of locked storage of paper records, and password access to computerised records.
  
9. We will endeavour to ensure that personal information we hold is accurate, complete, and up to date. Individuals may seek to update their personal information held by the school by contacting the school Office Manager in writing at any time.
  
10. We recognise the right of an individual under the Commonwealth Privacy Act to obtain access to any personal information, which the school holds about them, and to advise the school of any perceived inaccuracy.

In general, we note our obligations under the Federal Privacy Laws 2001.

