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PRIVACY POLICY

RATIONALE:

- St. Michael's Church School is a Christian School in the Anglican tradition reflecting the intentions of the St. Michael's Church School Statute.
- The School will comply with the Privacy Act 1993.

PURPOSES:

- To ensure compliance with the Privacy Act in relation to the collection, storage, access and use of personal information about staff, students and their families or caregivers.

GUIDELINES:

- In all aspects of gathering, storage, access and use of personal information the procedures of the school shall comply with legislative requirements.
- The Management Team will have in place procedures that clearly spell out the school's position regarding information collected and held in relating to staff, students and families/caregivers. These procedures will reflect the St Michael's School philosophy of a school/parent partnership and this will apply to all staff
- The Principal will be the school appointed Privacy Officer.
- All personal information whether electronic or hard copy will be maintained in a secure manner. Best practice will be followed in terms of security, backup and access.
- The school may use the private information it acquires and collects in the following ways:
 - To celebrate the successes of its students by publishing their work, awards, and names.
 - To publish a parent directory each year.
 - To use information gathered about the family/caregiver or any other party that pays fees, for the purpose of credit checking or debt collection.
 - The school will seek authorisation to publish images of a student.
- Where the school becomes aware of information of a nature that affects a student's performance within the school or their or another's wellbeing, then, at the discretion of the Principal or a representative nominated by the Principal, that information may be disclosed to the family/caregiver of that student.
- Information held by a health professional employed by the school shall be managed in terms of the Privacy Health Code of Practice.
- Where a health professional becomes aware of information that puts a student's or another's wellbeing seriously at risk, then that information may be disclosed to the student's family/caregiver at the discretion of the health professional.
- Where relevant professionals become aware of information regarding a staff member that raises doubts about the staff member's competency or potentially their employment, that professional will advise the staff member that this issue must be reported to the Principal and will refer the staff member to another appropriate professional.

CONCLUSION:

Appropriate information about staff, students and parents/caregivers will be gathered, kept securely and made available to those with a legitimate need for access in compliance with the Privacy Act.