



St Francis of Assisi
PARISH PRIMARY SCHOOL

PRIVACY POLICY

Rationale

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

Aims

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

Implementation

- Privacy protects individuals from harm resulting from misuse of their information.
- Privacy promotes effective service delivery by encouraging full and frank information provision.
- All staff at our school will be provided with up to date professional development in relation to Privacy, will be reminded of their individual and our collective duty of care regarding Privacy as required.

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| 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 information collected at our school in regards to student enrolment will be shared between the School and Parish of St Francis of Assisi.
- Archival information and records relating to students (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in secure storage in the office.
- Relevant and current information, e.g. individual student files, are kept in lockable cupboards in classrooms.

- All electronic data will be maintained, stored and kept in accordance with 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.
- 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.
- Under no circumstances, will personal private information be disclosed to unauthorised people.
- At the beginning of each school year, parents sign a written permission form stating that their child may be photographed and included in the school newsletter.