

## PRIVACY POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 870 (2015)***

### **POLICY**

The Currajong School is committed to providing quality services to our school community and this policy outlines our ongoing obligations in respect of how we manage staff, student and volunteers' Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aoic.gov.au](http://www.aoic.gov.au)

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone numbers, facsimile numbers, student health information and mandated Covid19 Vaccination Certificates.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, via email or hard copies presented by families and individuals.

We collect Personal Information for the primary purpose of providing our services as a school, and operational components and legal obligations for School Registration.

When we collect Personal Information, we will, where appropriate and where possible, explain why we are collecting the information and how we plan to use and protect it.

### **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With the information provider's consent; or where required or authorised by law.

### **Third Parties**

Where reasonable and practicable to do so, we will collect Personal Information only from the individual or parents/care givers. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that individuals are made aware of the information provided to us by the third party.

### **Disclosure of Personal Information**

Personal Information may be disclosed in several circumstances including the following:

- Third parties where consent to the use or disclosure; and
- Where required or authorised by law.

### **Security of Personal Information**

Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify Personal Information. However, most of the Personal Information is or will be stored in files which will be kept by us for a minimum of 7 years.

### **Access to your Personal Information**

Parents/carers may access the Personal Information we hold about you or your child and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact the Principal or Business Manager in writing.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

### **Maintaining the Quality of your Personal Information**

It is important to us that Personal Information is up to date. We will take reasonable steps to make sure that an individual's Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is

inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

### **Policy Updates**

This Policy may change from time to time and is available on our website.

### **Privacy Policy Complaints and Enquiries**

Any queries or complaints about the School's Privacy Policy should be directed to the Principal.

### **EVALUATION**

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.