

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. 1359 (2022)***

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.

The school have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which personal information is collected, used, disclosed, stored, secured and disposed of.

The Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.oaic.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 include: names, addresses, email addresses, phone numbers, facsimile numbers and student health information.

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

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

When collecting Personal Information, where appropriate and where possible, the reason for the information collection and usage and protection will be provided.

Sensitive Information

Sensitive information as 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 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, Personal Information will be collected only from the individual or parents/caregivers. However, in some circumstances information may be provided by third parties. In such a case all reasonable steps will be taken to ensure that individuals are made aware of the information provided to the School 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, the School 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 retained by the School for a minimum of 7 years. Or as outlined in The Currajong School Record Retention Policy.

Access to your Personal Information

Parents/carers may access the Personal Information held in relation to their child/ren in order to update and/or correct it, subject to certain exceptions. In the case where Personal Information needs to be accessed, a written request must be made to the Principal or Business Manager in writing.

In order to protect your Personal Information, the School may require identification before releasing the requested information.

Maintaining the Quality of your Personal Information

It is important that Personal Information is up to date. The School will take reasonable steps to make sure that an individual's Personal Information is accurate, complete

and up-to-date. In circumstances, where the information stored is not up to date or is inaccurate, the School should be advised as soon as practicable to update School records and ensure the continuation of quality services to you.

Policy Updates

This Policy may change from time to time and is available on the School 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:
August 2024	School Board	August 2027



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.