

SILVER TREE STEINER SCHOOL



Privacy Policy

2018

This procedure is applicable to: Parents, Teachers and Staff

AUTHORISED BY:	Head of School
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POLICIES AFFECTED

This Policy should be read in conjunction with the following Silver Tree Steiner School (STSS) information:

- Code of Conduct – Staff
- Code of Conduct - Parents
- Child Protection Policy

LEGISLATION

- Children and Community Services Act 2004
- Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008
- Commonwealth Privacy Act 1988

RATIONALE

STSS is concerned about protecting individuals' privacy. As such, Silver Tree Steiner School (The School) acknowledges the need to have in place rigorous and effective Privacy practices which are directed and guided by this policy.

The School is bound by the 13 Australian Privacy Principles contained in the Commonwealth Privacy Act.

This Privacy Policy describes:

- the kinds of personal information The School collects and stores;
- how The School collects and manages personal information;
- the purposes for which The School collects, stores and may disclose personal information it collects;
- the circumstances in which The School may disclose personal information to overseas recipients;
- how you can access and seek correction of any inaccuracies in your personal information;
- how The School treats students' rights of access to their personal information; and
- how you can make a complaint about The School 's practices in relation to the Australian Privacy Principles and how complaints will be handled.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to The School 's operations and practices and to make sure it remains appropriate to the changing school environment.

AIMS

1. To comply with legislative requirements;
2. To protect the personal and sensitive information The School collects about:
 - Students and parents and/or guardians before, during and after the course of a student's enrolment at The School;
 - Job applicants, staff members, volunteers and contractors; and
 - Other people who come into contact with The School.
3. To encourage a safe, trusting environment.

COLLECTION OF PERSONAL INFORMATION

What kinds of personal information does The School collect and how does The School collect it?

The School collects information about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at The School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with The School.

The type of information The School collects and holds includes:

- Personal information;
- Sensitive information; and
- Health information.

Personal information includes but is not limited to, names, addresses (including email), telephone numbers, an enrolling student's previous school reports, applicable Court Orders, and birth dates.

Sensitive information includes information relating to:

- a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; and
- health information and biometric information about an individual.

Health information includes any information or opinion about the health or disability of an individual. This includes general medical information, immunisation records, counselling notes, individual action plans (e.g. for diabetes, asthma, allergies) and dietary requirements.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls.

Personal Information provided by other people: In some circumstances The School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another College.

Unsolicited Personal Information: If we receive unsolicited personal information about you, we will only retain and use that information if we could have otherwise gathered that information directly from you for the purposes of conducting the business of The School.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to The School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between The School and employee.

How will The School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and Parents: In relation to personal information of students and Parents, The School's primary purpose of collection is to enable The School to provide education for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of The School throughout the whole period the student is enrolled at The School.

The purposes for which The School uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child's education, through correspondence and newsletters.
- day-to-day administration of The School;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for The School; and
- to satisfy The School 's legal obligations and allow The School to discharge its duty of care.

In some cases where The School requests personal information about a student or Parent, if the information requested is not provided, The School may not be able to enrol, or continue the enrolment of, the student or permit the student to take part in a particular activity.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, The School 's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which The School uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for The School; and
- to satisfy The School 's legal obligations, for example, in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist The School in its functions or conduct associated activities, such as Graduates and parent support groups, to enable The School and the volunteers to work together.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of The School as an important part of ensuring that The School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by The School may be disclosed to organisations that assist in The School 's fundraising.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. Publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might The School disclose personal information to?

The School may disclose personal information, including sensitive information, held about an individual to:

- another School;
- government departments;
- medical practitioners;
- people providing services to The School, including specialists visiting teachers, counsellors and sports coaches;
- recipients of College publications, such as newsletters and magazines;
- Parents;
- anyone you authorise The School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending information overseas: The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a College overseas tour or student exchange. However, The School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Management and security of personal information

The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information The School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including:

- locked storage of paper records and access restricted to those who directly use the data stored there;
- password access rights to computerised records;
- policy that requires staff not to share their personal password;
- security for the Office building, including coded electronic locking as well as physical locks;
- policies and practices that ensure staff management of personal information complies with the Australian Privacy Principles (APP);
- Information and Communication Technology security systems, policy and procedures are designed to protect personal information stored on College systems and devices;
- completing due diligence with regard to third party service providers, including cloud service providers, to ensure as far as practicable where they have access to personal information collected and stored by The School, their own practices are compliant with the APP or equivalent privacy protocols.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

When personal information we have collected is no longer required, it is destroyed, deleted

or de-identified as appropriate.

Access and correction of personal information

The Head of School acts as The School Privacy Officer.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which The School holds about them and to advise The School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation. To make a request to access or update any personal information The School holds about you or your child, please contact the Head of School in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, The School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

The School respects every Parent's right to make decisions concerning their child's education.

Generally, The School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

As mentioned above, Parents may seek access to personal information held by The School about them or their child by contacting the Head of School. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of The School 's duty of care to the student.

ENQUIRIES AND COMPLAINTS

If you would like further information about the way The School manages the personal information it holds, or you wish to lodge a complaint about a perceived breach of the Australian Privacy Principles by The School, please contact the Head of School. You may provide the Head of School with the details of your complaint in writing or by requesting a meeting with the Head of School to provide details verbally.

To contact the Head of School: Phone +61 (08) 9295 4787

Addresses for written complaints:

Email admin@silvertree.wa.edu.au

Silver Tree Steiner School
695 Roland Road
Parkerville WA 6081

The School will investigate any complaint through The School 's *Grievances Policy* and in that process, may request additional information from you. The Head of School will notify you of the making of a decision in relation to your complaint as soon as is practicable.

Under the [Privacy Act 1988](#) you can also make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information.

REFERENCES

Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Bill 2012

Available: http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/

Australian Privacy Fact Sheet

Available: http://www.oaic.gov.au/images/documents/privacy/privacy-resources/privacy-fact-sheets/privacy-fact-sheet-17-australian-privacy-principles_2.pdf

Children and Community Services Act 2004

Available: [https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_40831.htm/\\$FILE/Children%20and%20Community%20Services%20Act%202004%20-%20%5B04-h0-01%5D.html?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_40831.htm/$FILE/Children%20and%20Community%20Services%20Act%202004%20-%20%5B04-h0-01%5D.html?OpenElement)

Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008

Available: https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a146675.html