This statement outlines Mansfield Rudolf Steiner School’s policy in how the School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

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.

The type of information the School collects and holds includes (but is not limited to personal information, including sensitive information about:

a) Students and parents and/or guardians (“Parents”) before, during and after the course of a student’s enrolment at the School;

b) Job applicants, staff members, volunteers and contractors; and

c) Other people who come into contact with the School.

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, and telephone calls. 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 school.

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 schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the student 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:

1. To keep Parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
2. Day-to-day administration
3. Looking after students’ educational, social and medical wellbeing
4. Seeking donations and marketing for the School
5. To satisfy the School’s legal obligations and allow the School to discharge its duty of care.
6. In some cases where the School requests personal information about a student or Parent, if the information requested is not obtained, the School may not be able to enroll or continue the enrolment of the student.
7. 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:

a) In administering the individual’s employment or contract, as the case may be;

b) For insurance purposes;

c) Seeking funds and marketing the School;

d) To satisfy the School’s legal requirements.

Volunteers:

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as parents & friends associations), to enable the School and the volunteers to work together. Subject to 13) below, the School may disclose personal information, including sensitive information, held about an individual to:

a) Another school;

b) Government departments;

c) Medical practitioners;

d) People providing services to the School, including specialist visiting teachers and sports coaches;

e) Recipients of School publications, like newsletters and magazines;

f) Parents; and

g) Anyone the person involved authorises the School to disclose information to.

In referring to "sensitive information", the School means: information relating to a person’s racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

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 that sensitive information is allowed by law.

The School’s staff are required to respect the confidentiality of students’ and Parents’ personal information and the privacy of individuals, including any written records relating to parents, students or staff. The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.
The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the Administrator of the School at any time.

The National Privacy Principles require the School not to store personal information longer than necessary.

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. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents.

To make a request to access any information the School holds about you or your child, please contact the School Administrator 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.

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**CONFIDENTIALITY**

**RATIONALE:**

Confidentiality is a fundamental attribute of any professional organisation. The protection of confidential information relating to others is a serious moral, professional, ethical and legal responsibility that our school recognise and upholds. This policy applies equally to verbal and documentary information.

**AIMS:**

To ensure that confidential information is managed in a manner consistent with community expectations, professional standards and legal obligations.

**IMPLEMENTATION:**

1. Confidential information at our school may only be transferred from one person to another when it is professionally appropriate and legally acceptable to do so.
2. All staff will be reminded regularly about workplace confidentiality and professional expectations, as well as privacy obligations as detailed in the Information Privacy Act – 2000.
3. All highly confidential information relating to any current or past parents, families, students or staff members will be maintained in individual files in the school office, and can only be accessed with the principal’s approval.
4. Staff members provided with confidential documentation relating to students or families should present the documentation to the principal so that it can be retained on the confidential individual files.
5. Staff members are to direct any requests for confidential information to the principal.
6. Staff members will not disclose confidential information about students, families or staff, or be drawn into discussions about students, families or staff, with any...
third person or agency, which has no legal or compelling need to discuss such issues.

7. While staff members may have confidential discussions with others, particularly students, all staff members are compelled to report all disclosures of intentions to self-harm or to harm others.

8. Breeches of confidentiality relating to complaints, staff selection or staff performance etc are all serious offences.

9. The principal will thoroughly investigate any alleged breaches of confidentiality or privacy.

10. The Student Code of Conduct will make reference to each student’s responsibilities relating to their own confidential information, and the confidentiality rights of others.

11. This policy is to be read in conjunction with our school’s Privacy and Communication policies.