



# Privacy Policy – 2023 under review

Effective Date: June 2023

## 1. Introduction

Mansfield Steiner School ("the School") is committed to protecting the privacy and confidentiality of personal information provided to or collected by the School. This Privacy Policy outlines the School's responsibilities under the 1988 Commonwealth Privacy Act ("the Act") and sets out how the School collects, uses, discloses, and manages personal information. The School is bound by the National Privacy Principles contained in the Act.

The School may review and update this Privacy Policy periodically to ensure its compliance with applicable laws, technology advancements, and changes in operations and practices, and to reflect the evolving school environment.

## 2. Collection of Personal Information

The School collects and holds various types of personal information, including sensitive information, about individuals such as:

a) Students and parents/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 individuals who come into contact with the School.

Personal information is generally collected by the School through forms filled out by Parents or students, face-to-face meetings, interviews, and telephone calls. In some cases, personal information may be obtained from third parties, such as medical professionals or other schools, with the individual's consent.

## 3. Use of Personal Information

### 3.1 Students and Parents

The School's primary purpose in collecting personal information about students and parents is to enable the provision of schooling services to students. The School uses personal information for the following purposes:

a) Keeping Parents informed about matters related to their child's schooling through correspondence, newsletters, and magazines; b) Day-to-day administration; c) Looking after students' educational, social, and medical well-being; d) Seeking donations and marketing for the School; e) Satisfying the School's legal obligations and duty of care; and f) Enrolment and continued enrolment of students, g) data collection for funding and grant requirements

Failure to provide requested personal information may result in the School being unable to enrol or continue the enrolment of a student.



### **3.2 Job Applicants, Staff Members, and Contractors**

The School collects personal information from job applicants, staff members, and contractors for the purpose of assessing and, if successful, engaging them in employment or contracts. Personal information is used for the following purposes:

a) Administering employment or contracts; b) Insurance purposes; c) Seeking funds and marketing the School; d) Satisfying the School's legal requirements.

### **3.3 Volunteers**

The School may obtain personal information about volunteers who assist the School in its functions or associated activities. This information is used to facilitate collaboration between the School and volunteers.

## **4. Disclosure of Personal Information**

The School may disclose personal information, including sensitive information, to the following parties:

a) Another school; b) Government departments; c) Medical practitioners; d) Service providers to the School, such as specialists visiting teachers and sports coaches; e) Recipients of School publications, such as newsletters and magazines; f) Parents; g) Individuals authorized by the person involved.

The School ensures that any disclosure of sensitive information is limited to the purpose for which it was provided or a directly related secondary purpose unless otherwise agreed or permitted by law.

## **5. Confidentiality**

The School recognizes the importance of confidentiality in managing personal information. All staff members are required to respect the confidentiality of personal information and the privacy of individuals, including any written records relating to parents, students, or staff.

The School has implemented various security measures, including locked storage of paper records and passworded access rights to computerized records, to protect personal information from misuse, loss, unauthorized access, modification, or disclosure.

## **6. Data Accuracy and Access**

The School endeavours to ensure that the personal information it holds is accurate, complete, and up-to-date. Individuals have the right to request access to their personal information held by the School and to notify the School of any perceived inaccuracies. Access requests should be made in writing to the Principal, and the School may require verification of identity.

Reasonable fees may be charged to cover the cost of processing access requests, including locating, retrieving, reviewing, and copying the requested information. The School will inform individuals of any likely fees in advance.

## **7. Retention and Disposal of Personal Information**

The School will not retain personal information for longer than necessary in accordance with the Commonwealth Privacy Act.



## 8. Contact Information

For any inquiries or concerns regarding this Privacy Policy or the School's privacy practices, please contact the administration team.

The School will address and respond to privacy-related complaints or concerns in a timely and appropriate manner.

This Privacy Policy should be read in conjunction with the School's Communication and Confidentiality policies.

**Policy Revised** – Glenn Hood June 2023. Sent to GC for review June 2023.

The next review date post-GC approval is June 2025.