



21. Privacy

Rationale

To ensure the school complies with, and upholds the principles of the Privacy Act 1993.

- The school gathers information only for educational, pastoral and administrative requirement.
- All staff and students (or students' legal guardians) shall have access to personal information held about them. An application for access shall only be refused on the grounds contained in Part IV of the Privacy Act 1993.
- Staff and students (or students' legal guardians) may request correction of personal information which they consider to be wrong. Such requests, if the correction is not made, will be attached to the document in question.
- All personal information collected for a specific purpose is to be used for that purpose only unless permission is gained from the individual concerned for the information to be used for other purposes.
- The school will take reasonable steps to ensure that all personal information is stored securely and protected against unauthorised use or disclosure.
- Students will be asked yearly to update their personal administrative and medical information.
- Students' records will be stored for ten years, after which they may be destroyed.
- The Privacy Officer is the Principal of the school. Staff and students will be informed of the identity of the Privacy Officer.

Complaints Procedure

- Complaints should be handed in writing to the Privacy Officer.
- The Privacy Officer shall reply within seven days or hand the matter to the Chairperson of the Board of Trustees.
- The complainant shall be advised of his/her rights to take the complaint to the Privacy Commissioner.

Police Vetting Procedures

Aim

- To comply with requirements established by Order in Council for Police vetting of non teaching employees and schools contractors and their employees, volunteers of school based activities and homestay families.
- To ensure the safety of students and staff and protection of school resources.

Procedures

- The Principal is the school's designated Police vet liaison person.
- The Teachers Council will co-ordinate all Police vets of teaching staff.
- Police vets of non-teaching staff, school contractors and their staff, team manager's/coaches parents/caregivers involved in the overnight care of students, and homestay occupants, are initiated with the permission of those being vetted, and results downloaded by the Principal's PA or Executive Officer (delegated by the Principal).
- The contents of the Police vet are kept confidential to the Principal, the Principal's PA, the Executive Officer and delegated staff on a "need to know" basis (e.g. Director of International Students for Home Stays, Associate Principals for camp, parent coaches etc.)
- A record will be kept that a Police vet has taken place and approval (or not) for involvement in school activities noted.

Ratified by Board of Trustees

20th June 2019