



Perth Waldorf School

Privacy of Personal Information Policy

1. POLICY STATEMENT

The school will comply with the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 as amended in 2014. The Privacy Laws do not replace any existing obligations PWS has under other laws, but will apply when other laws do not regulate the use of personal information.

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

This policy applies to all Perth Waldorf School staff members and to all members of the School Council.

2. POLICY PURPOSE

The school will collect and hold personal information about staff, parents and students. All personal information collected about students and their families will be for the primary purpose of the education of the student. All personal information collected about staff will be for the primary purpose of satisfying employment and legal requirements.

In complying with the protection of Personal Information, all Perth Waldorf Staff are required to protect the personal and health information the school collects and holds. The school will inform individuals of the purpose of collecting personal and sensitive information.

The school will use personal information collected to:

- provide services or carry out the school's statutory functions
- assist the school to fulfill its duty of care to students
- comply with government reporting requirements
- comply with legal obligations in respect to staff
- investigate incidents or defend any legal claims against the school
- comply with laws that impose specific obligations regarding the handling of personal information.

3. DEFINITIONS

Personal information means information or an opinion that allows someone to identify the individual that the information or opinion is about. It can range from very detailed information such as medical records to other less obvious types of identifying information such as an email address. It includes all paper and electronic records, photographs and video recordings.

Sensitive information is given extra protection and treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association or trade

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union, sexual preferences or practices, or criminal record. It also includes health information.

Health information is a subset of sensitive information. It is any information or opinion about a person's physical, mental or psychological health or disability. It includes the individual's expressed wishes about the future provision of health services or a health service currently provided. It includes personal information gathered in the course of providing a health service and the individual's medical history.

Record - the Privacy Act regulates personal information contained in a "record". This is defined as a document, database, photograph or other pictorial representation.

4. PROCEDURES

4.1 Collection Notices

A standard collection notice maybe used when sensitive or other information is required. Further information is contained in Appendix A and Appendix B.

4.2 Education of staff

A copy of the school's Privacy Policy will be contained in the staff handbook. New staff will be inducted to the contents and acknowledge that they have read and understood it.

4.3 Methods of collection

The school will collect personal information about staff, students and families in a variety of ways, such as: forms filled out by any of these groups, interviews, face to face meetings, reference checks, telephone calls, electronic communication with these groups or a relevant third party, such as a medical professional or another school or employer. 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.

4.4 Types of Information

The type of information schools collect and hold includes (but is not limited to) personal information, including health and other sensitive information, about:

- Pupils and parents and/or guardians (Parents) before, during and after the course of a pupil's enrolment at the school. Examples of information collected include but not limited to:
 - name, contact details (including next of kin),
 - date of birth, birth, development history
 - nationality, residency
 - parental information
 - previous school, school history
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - any court orders;
 - financial details for payment of various fees & charges
 - photos and videos at school events;

- **Job applicants, staff members, volunteers (including School Council members) and contractors.** Examples of information collected include but not limited to:
 - name, contact details (including next of kin), date of birth
 - information on job application;
 - Previous employment reports, qualifications, evidence of registration and licences and other information key to job (e.g. Police Clearances and WWCC)
 - professional development and performance appraisal history;
 - salary and payment information, including bank and superannuation details;
 - Medical or compensation information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at School events;
 - work emails and private emails (when using work email address) and Internet, browsing history; and

- **Other people** who come into contact with the School including name and contact details and any other information necessary for the particular contact with the School.

4.5 Storage & Security of personal information

The school's staff are required to respect the confidentiality of pupil's and parents' personal information and the privacy of individuals.

The school has in place all reasonable 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 passworded access rights to computerised records.

The school will ensure that personal information is stored in such a way that only authorised individuals have access to it. Sensitive information will be treated with special care and attention.

4.6 Updating personal information

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 relevant school officer at any time.^{4.7} Use of information

(a) In relation to personal information about pupils and parents, the school's primary purpose of collection is to enable the School to provide schooling for the pupil. Uses will include:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;

- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the school
- satisfying the school's legal obligations
- allowing the school to discharge its duty of care,

b) In relation to staff (including job applicants), the school's primary purpose of collection is to assess and (if successful) to engage a job applicant and manage ongoing employment conditions. Uses of information will include:

- administering the individual's employment contract
- maintaining employee records such as personal contact details, performance and conduct, salary, union membership etc
- insurance purposes;
- seeking funds and marketing for the School;
- satisfying the school's legal obligations, for example, in relation to child protection legislation.

c) In relation to Volunteers: The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as the Parent Association, to enable the school and the volunteers to work together.

d) Marketing and fundraising: The school treats fundraising, marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the school may be disclosed to a third party that assists in these activities, for example, the members of the fundraising, marketing groups or the Parent Association.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and booklets, which include personal information, may be used for marketing purposes.

4.8 Disclosure of information

The school will disclose information, including sensitive information, when:

- it is required for general administrative duties and statutory functions or it relates to the purposes for which it was collected
- for a purpose directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

Disclosure may be made to

- another school

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- medical practitioner or government departments
- specialist tutors and sports coaches
- parents
- local parish
- recipients of school publications, like newsletters
- anyone to whom the school has been authorised to disclose the information,
 - a child's parents; and
 - anyone you authorize the school to disclose information to.

All current members of "The Waldorf School For Rudolf Steiner Education Inc" may have access to the Association Register, which lists, names and addresses of its members.

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 National Privacy Principles.

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.

4.9 Right of access to personal information

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

You have the right to check what personal information the school holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that 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. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

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 retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

Exceptions to right of access

Access may be denied under certain circumstances. Such occasions would include where release of the information:

- would have an unreasonable impact on the privacy of others
- may result in a breach of the school's duty of care to the pupil
 - would be unlawful
 - might prejudice an investigation of unlawful activity
 - might reveal confidential investigations or negotiations between the school and the individual in such a way as to prejudice those investigations or negotiations
 - might reveal a commercially sensitive decision-making process

The school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warrant.

The handling of your personal information by a private sector employer *is exempt* from the Privacy Act if it is directly related to:

- your current or former employment relationship
- an employee record relating to you.

This means that the school as the employer does not need to comply with the Australian Privacy Principles in the Privacy Act when it handles current and past employee records for something that is directly related to the employment relationship. This also means that an employer does not have to grant you access to your employee records under the Privacy Act.

4.10 Destruction of unwanted information

When personal information is no longer required for authorised purposes, and if there is no legal requirement to retain the information, the school will either destroy or de-identify the information, (see Record Keeping Policy for guidance)

Records will be destroyed by secure means (e.g. shredding) and not general disposal.

4.11 Enquiries

If you would like further information about the way the school manages the personal information it holds, please contact the School Administrator.

APPENDIX A: STANDARD COLLECTION NOTICE

Perth Waldorf School (the school) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

1. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
2. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
3. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, volunteers.
4. If we do not obtain the information referred to above we may not be able to enroll or continue the enrolment of your son/daughter.
5. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the school weekly newsletter *Parent Pabulum*, other newsletters and booklets and the school's website.
6. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence.
7. As you may know, the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to other parties that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. If you do not agree to this you must advise us now.
8. The school prints a class list with student and parent names, addresses and phone numbers. Each class list is distributed to each student in that class. If you do not agree to this you must advise us now.

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9. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.

To obtain a copy of school's Privacy Policy please refer to the school's website.

APPENDIX B: EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Perth Waldorf School (the School) with personal information. We can be contacted as follows:

Perth Waldorf School
14 Gwillam Drive
BIBRA LAKE WA 6163

Telephone: 9417 3638
Fax No: 9417 5354

Email: pws@pws.wa.edu.au

PO Box 1247
BIBRA LAKE WA 6965

If you provide us with personal information , for example your name and address or information contained on your resume, we will collect the information to assess your application.

You agree that we may store this information for however long we need it. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We usually disclose your personal information to the following types of organizations:

- Australian Tax Office
- Your nominated bank
- Your nominated superannuation fund
- Centrelink and other government agencies

The school prints names, address and phone numbers of staff on a staff list that is available to selected staff for the purposes of carrying out their duties. This information will be kept in a private location.

We will not disclose this information to any other third party without your consent.

We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection Law.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing the information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for however long the School may need the information.