



**PERTH WALDORF  
SCHOOL**  
Steiner Education

**Bibra Lake & Parkerville Campus**

**Privacy of Personal Information Policy  
Website  
V6.0**

<b>Privacy of Personal Information Policy</b>	
Date first approved:	2013
Date of effect/ approved by Council	May 2021, April 2022
Date last amended:	March 2022
Date of next review:	January 2023
Compliance interactions: and Internal Policy	Enrolment Policy Employment Policy Records Management Policy Whistleblower Policy
Delegated Policy Owner (Custodian)	School Administrator
Procedures and forms:	Not applicable
Supporting documents:	Appendix A: Standard Collection Notice Appendix B: Employment Collection Notice
PWS Website:	Yes (policy and Appendix only)
Links:	Not applicable
Legislation:	Commonwealth Privacy Act 1988 – Privacy Amendments (Private Sector) Act 2000
Circulation:	Pabulum, staff newsletter
Feedback:	pws@pws.wa.edu.au
Review/stakeholders:	Compliance Coordinator

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## 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 into account 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, PWS families 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 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.

## **APPENDIX A: Standard Collection Notice**

1. The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations.
2. The primary purpose of collecting this information is to enable the school to conduct its business, including the provision of education and support to students, exercising duty of care and the performance of associated administrative and legislative activities, which will enable students to take part in all activities of the school.
3. The school adheres to the Australian Privacy Principles and handles and discloses information according to the School's Privacy Procedures which is available on the school's website.
4. When you are asked to provide information the school's standard collection notice will be provided.
5. 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.
6. Laws governing or relating to the operation of a school require certain information be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
7. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
8. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include other schools and teachers at those schools, government departments, medical practitioners, people providing educational support and health services to the school, including specialist visiting teachers, volunteers, counsellors and providers of learning and assessment tools, educational authorities, including the Australian Curriculum, Assessment and Reporting Authority, people providing administrative and financial services to the school, anyone you authorise the school to disclose information to, and anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
9. Personal information collected from students is regularly disclosed to their parents or guardians. Parents or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances such as 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 student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

10. The school's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations 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, please inform the school.
12. On occasions information and photographs relating to student activities (e.g. camps, excursions, drama productions) and other news is published in various publications including but not limited to the school's weekly newsletter "The Pabulum" and on the school's website.
13. The school prints a class list with student and parent names, address and phone numbers which is distributed to the class. If you do not agree please advise the school.
14. 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.

## **APPENDIX B: EMPLOYMENT COLLECTION NOTICE**

In applying or commencing in a 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

Telephone: 9417 3638  
BIBRA LAKE WA 6163  
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 organisations:

- 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.

This information may be subject to change.