



Yendarra Primary School

POLICY

PRIVACY ACT

RATIONALE

The Board, staff and parents recognise the Privacy Act as an Act to promote and protect individual privacy.

PURPOSE

The Privacy Act establishes certain principles with respect to:

- The collection, use and disclosure by public and private sector agencies, of information relating to individuals, and
- Access by each individual to information relating to that individual and held by public and private sector agencies

To ensure that procedures are established to protect the rights of individual people within the school with respect to:

- How, why and from whom personal information may be collected
- The rights of access to and correction of that personal information
- The accuracy, completeness and relevance of that information
- The safe keeping, storage and disposal of all personal information collected or held

To abide by the requirements of the following twelve principles of the Act:

- Purpose of collection of personal information
- Source of personal information
- Collection of information from a subject
- Manner of collection of personal information
- Storage of and security of personal information
- Access to private information
- Accuracy of private information to be checked before use
- Agency not to keep information longer than necessary
- Limits of use on private information
- Limits on disclosure of private information
- Unique identities

To appoint a Privacy Officer annually (this will generally be the Principal)

GUIDELINES

1. All people at the school will be protected under the terms of the Privacy Act
2. Enrolment forms are signed by all parents
3. The school Board, Principal and staff will be mindful of the rights of individuals under the Privacy Act

CONCLUSION

We will ensure at all times that the rights of the individuals are protected and that we are able to advise parents/caregivers on their rights.