



PRIVACY POLICY

Rationale

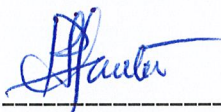
The Board of Trustees is required to comply with the Privacy Act 1993 in all aspects regarding personal information that the school holds about any individuals.

Guidelines

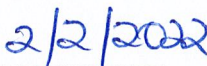
To promote and protect personal privacy with regard to:

1. The collection, use, and disclosure of information relating to individuals.
2. The Privacy Officer will ensure management policies and procedures are in place that are designed to comply with the principles contained in the Privacy Act 1993 which specify requirements in them.
 - The purpose of collection of personal information.
 - The source of personal information.
 - Notification to individual staff of the content, purpose, recipients, collectors, storage, laws, consequences and correction of any information collected.
 - The manner of collection.
 - The storage and security of the information.
 - The checking of accuracy before use.
 - The length of time information is to be kept.
 - The limit on the use of personal information.
 - The individual's rights.
 - The individual's right to correct personal information.
 - The limits of disclosure of personal information.
 - The limitations of use of unique identifiers.

On a child's transfer to another school the child's individual records will be forwarded on request of the new school.



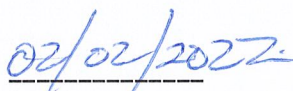
PRINCIPAL



DATE



CHAIRPERSON



DATE