
PRIVACY

RESPONSIBLE FOR REVIEW:	BOARD OF TRUSTEES
DEPARTMENT RESPONSIBLE:	SENIOR LEADERSHIP TEAM
DATE LAST REVIEWED:	NOVEMBER 2016
NEXT REVIEW DATE:	NOVEMBER 2019

Respecting one another's privacy is vital to mutual respect and dignity. Accordingly the College will ensure that it complies with all aspects of the *Privacy Act 1993*, in relation to the collection, storage, access to and disclosure of personal information concerning students and staff.

- 1 The Principal will annually designate one of the Senior Leadership Team as the school's Privacy Officer.
- 2 The College will collect only such personal information about students as is necessary to assist with their academic progress and/or for their pastoral care. The information will be collected from their parents and caregivers and their previous schools attended. It will be kept confidential, accurate and up to date.
- 3 All information contained in student records (personal, academic, disciplinary matters) will be secure from unauthorised access or disclosure.
- 4 Personal information held about any individual will be disclosed to them upon request. Staff will have access to their own personnel records, excluding referee statements.
- 5 Information no longer required will be securely disposed of and otherwise treated in accordance with the archiving policy.

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Signature (BOT Chairperson)

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Date Ratified