



**PRIVACY**

**Rationale:**

The Board of Trustees of St Hilda's Collegiate School is committed to protecting the privacy of individual students, staff, parents, and all others in the St Hilda's community. It will comply with its obligations under the Privacy Act 1993 and the law governing confidentiality.

**Objectives:**

1. The Board will ensure that there are processes in place to inform staff and students of the Privacy Principles in the Privacy Act and that education occurs where necessary.
2. The Board will ensure that there are procedures in place to comply with the Privacy Principles regarding collection, use and disclosure of information about an identifiable person.
3. The Board will ensure that the procedures governing access by an individual to his/her own personal information and the grounds upon which such access may be refused accord with the Privacy Act.
4. The Board will ensure that adequate measures have been adopted to store personal information securely.
5. The Board will ensure that there are appropriate procedures in place regulating disclosure of personal information that comply with the statutory obligations.
6. The Board will ensure that there are processes in place to prevent an unlawful breach of confidentiality.
7. The Board will ensure that there are procedures in place to respond appropriately to requests for official information under the Official Information Act 1982 and to prevent the release of official information that would breach a person's privacy, unless disclosure is in the public interest.
8. The Board will ensure that its own systems comply with its legal obligations in regard to privacy and confidentiality and that appropriate measures are adopted in the event of a breach of privacy or confidentiality.

**Review:**

This policy will be reviewed by the Board in accordance with its self review guidelines and timetable.

**Other relevant policies:**

Protected Disclosures Policy, Cyber Safety Procedures, Student ICT and Cybersafe Use Agreement, Cyber Safety Information and Use Agreement for School Staff, St Hilda's Collegiate Staff Cybersafety Use Agreement Form, Assessment Procedures 2008.

Policy Written	<b>10 March 2004</b>	Signed:
Policy reviewed	<b>17 April 2008</b>	Signed
Policy reviewed	<b>18 August 2011</b>	Signed
Policy reviewed	<b>19 June 2014</b>	Signed

(Chairperson, Board of Trustees)