

# ST EUPHEMIA COLLEGE



## PREP – YEAR 12

**PRIVACY**  
**POLICY**  
**2021**

## **1. Policy Statement**

This Policy sets out how the School manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the NSW Privacy Policy Principles which are contained in the Health Records and Information Privacy Act 2002 (Health Records Act).

## **2. Applicability**

This Policy applies to the teaching and administrative staff at St Euphemia College. It includes any School groups/committees (such as the P&F Association and various support committees) and any other entities or organisations related to or associated with the School.

## **3. Context/Rationale**

All staff including teaching and administrative staff of St Euphemia College are required by law to protect the personal and health information the School collects and holds.

Privacy is valued at the School and it is a priority to protect and preserve student and staff confidential information.

## **4. Monitoring, Evaluation and Reporting Requirements**

St Euphemia College maintains records to better assist it to deliver the educational and other services that it provides and to comply with legal requirements. It is the School's policy to ensure that only relevant information is collected. Some information may be collected to help with internal management and for marketing purposes.

Information is held in strict confidence and is stored securely and accessed only by authorised personnel. To protect confidential personal information, the School maintains physical, electronic and other safeguards.

The Privacy Act enables individuals to make a complaint if they feel their personal information has been handled inappropriately by the School. Complaints need to be directed in the first instance to the School Principal where complaints handling procedures will come into effect.

## **5. Policy Review**

The School may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing School environment.