Confidentiality and Privacy Policy

Policy No:	1.7	Version: 4	July 2025
Responsibility:	School Chair	Scheduled Review Date:	September 2028

1.0 Purpose

This Policy documents how Tarremah Steiner School maintains, uses or discloses personal information in line with relevant confidentiality and privacy legislation and best practice.

2.0 Policy Statement

Tarremah acknowledges its legal responsibility to protect personal information and comply with confidentiality requirements under relevant legislation. Personal information will be handled with privacy and discretion, in accordance with applicable legislation. Everyone involved in the education and care of students at Tarremah Steiner School respects and upholds the privacy of others. Staff are aware of their duty of care and take all reasonable steps to meet this obligation.

3.0 Elements

This Policy addresses the following elements:

Collection of Information

Management of Information

Use of Information

Sharing of Information

Updating Information

Access to information

4.0 Procedure

4.1 Collection of Information

Tarremah Steiner School collects information about students, staff, parents, visitors, volunteers, student teachers and contractors to ensure the delivery of the safest and best learning environment for students and staff. The School also collects information that is required by State and Federal Governmental Departments.

From time to time the School will collect sensitive information When referring to *sensitive information*, the school refers to information such as but not limited to health information,

religious or philosophical beliefs, criminal record, racial or ethnic origin and gender preference. Sensitive information will only be collected with consent.

Some of the information Tarremah Steiner School collects is *personal information*. Personal information includes but is not limited to residential addresses, medical and professional details, Working with Vulnerable People documentation, university enrolment and employer details.

The School collects educational information about students, including that from previous educational institutions at the time of application for enrolment, whilst they are enrolled and after they have left the school.

The School continually updates educational records and request updates of medical and other personal information annually and as it changes.

This information is collected from documents supplied through written requests, documents shared with the School, surveys or from verbal and physical interactions.

4.2 Management of Information

Information is documented on paper and electronically. Paper documents relating to students are placed within a formal student document file. Paper documents relating to staff are placed within a formal staff document file. Electronic files are stored on campus within the School's file management system.

The School's staff members understand that they are required to respect the confidentiality and privacy of others. The School has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password protection of electronic records.

Access to this information is limited to those who require access to it to fulfil their educational or administrative role withing the school.

Student information is archived upon their departure, kept accessible until the student is 25 years of age as required by the Department of Education, Children and Young People.

Staff information is archived upon their departure, kept accessible for a further seven years.

4.2.1 Data Breaches:

We recognise that there is a risk that our data collection may be breached. A breach could include:

• unauthorised access or disclosure of information that a reasonable person would conclude is likely to result in serious harm; or

• information being lost in circumstances where unauthorised access or disclosure of information is likely to occur and it can be reasonably concluded that such an outcome would result in serious harm.

If the School suspects there has been an eligible data breach, assessment will be carried out immediately and measures put in place to limit risk.

If there are reasonable grounds to believe that there has been an eligible data breach all relevant individuals and the Office of the Australian Information Commissioner will be informed without delay. They will be provided with:

• a description of what occurred;

• the kinds of information concerned; and

• recommended steps that should be taken in response to the data breach.

4.3 Use of Information

The School will use the information it collects mainly for the reason that was explained when it was requested. It may also use the information for related purposes that one would reasonably expect or that a person has previously consented.

4.3.1 Students and Parents

The School's primary purpose of collection of personal information of students and parents, is to ensure the School can provide appropriate education and care for the student. This includes satisfying both the needs of parents, staff and students whilst they are enrolled at the School.

The purposes for which the School uses personal information of students and parents may include:

- To ensure parents are informed about matters related to their child's schooling
- Day-to-day administration
- Students' educational, social, and medical wellbeing
- Seeking funding, donations, and marketing for the School
- Satisfying the School's legal obligations and allow the School to discharge its duty of care.

In some cases, where the School requests personal information about a student or parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student or permit the pupil to take part in a particular activity.

4.3.2 Sensitive Information

Discussions with the School's Guidance Counsellor is also treated as sensitive information.

Sensitive information will only be used and disclosed for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise, or required by law.

4.3.3 Job applicants, staff members and contractors

The School's primary purpose of collecting personal information of job applicants, staff members and contractors, is to assess and (if successful) to engage the applicant, staff member or contractor.

Secondary purposes may include:

- Administering the individual's employment or contract.

- Insurance purposes.
- Seeking funding and marketing for the School.
- To satisfy the School's legal obligations, for example, in relation to child protection legislation.

4.3.4 Volunteers and students on practicum placement

The School may also obtain information about volunteers who assist the School in its functions or conduct associated activities, or students on practicum placement, to enable the school and all stakeholders to work together.

4.3.5 Marketing and fundraising

Marketing and fundraising support the School for future growth and development. This is an important aspect of ensuring that the School continues to offer a quality learning environment in which both students and staff thrive.

Parents, staff and other members of the wider School community may from time to time receive fundraising information, marketing or School publications such as newsletters and magazines.

A person may opt out of receiving marketing and fundraising material at any time by contacting the School Chair or Business Manager.

4.4 Sharing of Information

The School will not disclose personal information, particularly sensitive information, without the consent of that person, unless required to do so by relevant legislation. The School may disclose personal information, including sensitive information, held about an individual to:

- Government departments or relevant agencies
- Medical practitioners or emergency services
- People providing services to the School, including specialists and visiting teachers
- Another school upon application
- Another authorised party.

The School does not forward any personal information about an individual outside Australia without explicit consent.

4.5 Updating personal information

The school endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the School by contacting the School Office at any time. The School does not store personal information any longer than is necessary for its primary purpose.

4.5.1 Verifying information held by the School

An individual has the right to verify that the School is holding accurate personal information.

4.6 Access to the personal information of students

Unless prohibited by a Court Order, the School respects every parent's right to make decisions concerning their child's education and care (including the right to access relevant information).

Parents may seek to access relevant information held by the School about them or their child by contacting the relevant teacher, Business Manager or School Chair. There may be occasions when access is denied. Such occasions may include where release of the information would have an unreasonable impact on the privacy of others, may result in a breach of the School's duty of care to the student, pose a serious threat, is unlawful, would prejudice negotiations with the individual, contravene a court order, relate to law enforcement or is commercially sensitive. If a request to access personal information is denied, a written explanation will normally be given.

Students will usually have access to their personal information through their parents. The School will treat consent given by parents as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

In some cases, students may seek to access information themselves. The School may, at its discretion, grant the student access to their personal information held by the School, or allow the student to give or withhold consent to the use of their personal information, independently of their parents. This would normally only be applicable where the maturity of the student and/or the student's personal circumstances warrant this.

Exception in relation to employee records

Under the *Commonwealth Privacy Act 1988*, the Australian Privacy Principles do not apply to an employee record. As a result, this Confidentiality and Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee. Nevertheless, the School will take appropriate steps to protect and maintain confidentiality of this information.

Enquiries and Complaints

Where an individual makes a complaint regarding the way the School manages their personal information, the *Complaints Management Policy* should be referred to.

5.0 Responsibilities

- All Staff

6.0 Related Documents

- Staff Code of Conduct Policy
- Parent Community Code of Conduct Policy
- Child Protection and Mandatory Reporting Policy
- Enrolment Policy
- Complaints Management Policy
- ICT Disaster Management and Business Continuity Plan

7.0 Reference/Legislation

- Commonwealth Privacy Act 1988
- Freedom of Information Act 1991
- Telecommunication (Interception) Tasmania Act 1999
- Personal Information Protection Act 2004
- Right to Information Act 2009
- Education Act 1994
- Child Care Act 2001
- Tasmanian Licensing Standards for Centre Based Child Care, Class 5
- Children, Young Persons and Their Families Act 1997
- Personal Information Protection Act 2004 (Tasmania)
- Archives Act 1983 (Tasmania)

8.0 Contact Point

- School Chair

9.0 Authorisation

Approved by Executive: Approved by Council:

Name: Date: