



PRIVACY POLICY

RATIONALE:

Mount Erin College in its endeavours to provide the best possible educational setting and workplace for its community is mindful of safety issues and the legal requirements to protect the personal and health information of its students and staff.

The College is committed to protecting the privacy of its students and staff, both in the information it collects and makes public in the everyday life of a school.

Members of the Mount Erin College community are invited to contact the College if they have any concerns in relation to this document.

IMPLEMENTATION GUIDELINES:

1. Collection:
 - 1:1 Personal information will be collected initially in relation to transition, induction, safety and emergency procedures essential to the function of the school.
 - 2:1 Personal information will be updated regularly for accuracy.
 - 3:1 All information acquisition documents will contain a College Privacy Statement as stated in this policy's RATIONALE.
 - 4:1 Further information may be gathered during the course of an individual's life in the school, in relation to changed circumstances and performances.
 - 5:1 Collected information will only be sought for the stated purposes.
2. Disclosure:
 - 1:2 Personal information will not be used for other than the stated purpose unless with the approval of the individual.
 - 2:2 Occasionally images of students/staff will be used in the College Newsletter, Year Book or Website to:
 - record participation at school and in school events
 - celebrate effort and achievement
 - promote school events held by the schoolUnless a story features an individual, only group photos will be used with identification limited to name and year level only.
 - 2:3 In relation to press releases, unless parental or staff member consent is received, information will be limited to non-identifiable images, first names and year level only.
 - 2:4 When a press release is for advertising or features a special achievement, parental or staff member consent will be obtained before more detailed personal information or an identifiable photograph is used.
3. Security:
 - 3:1 All personal information given to the school will be held in an individual file kept in a secure area, with access restricted to the Principal (or designated staff member).
 - 3:2 The distribution of materials such as reports will be only to the individual concerned (or a parent in the case of a student). Another person may be authorised to collect a document on provision of written authorisation by the individual (or a parent of a student).
 - 3:3 Education Department regulations will be followed in regards to the transfer, disposal or archiving of all personal information.

EVALUATION

The College's PRIVACY POLICY and its implementation will be regularly monitored by the school's administration. College Council will review the Policy on a triennial cycle.