

# Privacy Policy



THE KING'S COLLEGE  
Be exceptional.



## Compliance and Review

The King's College is committed to the continuous improvement of its Child Protection Programme and adhering to the WA child protection laws, regulation and standards.

The King's College Reviewed by: The Principal  
Privacy Policy Endorsed by: The School Board

Updated: October 2019  
Next review: October 2020



# Privacy Policy

## 1. Overview

The King's College collects information regarding students and their families as well as that of staff. The College is subject to the National Privacy Principles contained in the Commonwealth Privacy Act. This policy outlines how the school uses and manages the personal information collected through its course of business.

## 2. Personal Information Collection

- The College collects personal information, including sensitive information about students and parents/guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide quality education in a safe environment for each student.
- Some of the information collected is to satisfy the legal obligations of the College, particularly to enable the College to discharge its duty of care.
- Some laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Mandatory Notification laws.
- Health information about students is sensitive information within the terms of the National Privacy Principle 10 under the Privacy Act. From time to time the College asks parents to provide medical reports about pupils. On occasions Health information may be disclosed to staff to enable the College and staff to discharge their duty of care.
- The College, at times, discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, clinicians and sporting coaches.

## 3. Parents and Students

The School respects every parent's right to make decisions concerning their child's education.

The School will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student.

- Parents may seek access to personal information collected about them and their child by contacting the College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's Duty of Care to the student, or where students have provided information in confidence.

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- Students may also seek access to personal information about themselves. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.
- Personal information collected from students may from time to time be disclosed to their parents/guardians.
- The College may include family contact details in a class list and College directory. If a family does not agree to this the family must advise the College.
- On occasions information such as academic and sporting achievements, student activities and other news is published in College Newsletters, and on our Website.

### 4. Photograph Privacy

#### 4.1 The non-use of a student's photo under any circumstance.

Permission should be sought by parents in writing should they wish to make a clear statement requesting the **non-publication of their child's photograph** in class photos, year books, newsletters, websites etc.

All reasonable precautions will be taken by the School to respect this request.

#### 4.2 The non-use of a student's name to identify a student in a photograph

Permission should be sought by parents in writing should they wish to make a clear statement requesting that their child's name will not be used in conjunction with a photograph displayed in any school publication that will be freely available beyond the school community.

### 5. Third Party Information

- If families provide the College with the personal information of others, such as doctors or emergency contacts, they are encouraged to inform these contacts that they are disclosing that information to the College and that they are giving permission for the College to access that information if necessary. The College does not disclose the information to third parties without prior permission.
- The College from time to time engage in fundraising activities. Information received from families may be used to make an appeal to the family. (It may also be disclosed to organisations that assist in the College fundraising activities solely for that purpose.) The College will not disclose personal information to these parties for their own marketing purposes without consent from the family.

### 6. College Staff and Volunteers

- The College also collects personal information of job applicants, staff members, volunteers and contractors. The purpose of this information is to assess and (if successful) to engage the applicant, staff member, volunteer or contractor. This information is used as a record for contracts, administering employment, insurance purposes and to satisfy the legal requirements of the College regarding child protection.
- Volunteers may also be required to give personal information. This is usually used for the purposes of contacting individuals or groups to help facilitate functions, fund raising and events.
- The College may disclose information about an individual, including sensitive information to:
  - Another school
  - Government departments
  - Medical practitioners
  - People providing services to the College
  - Recipients of school publications

### 7. Confidentiality

- The College is required to respect the confidentiality of students and parents and their personal information.
- The College has steps in place to protect the personal information and these steps guard against the misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to electronic records.

### 8. Updating of Records

- Parents/guardians are required to update personal information on a regular basis to ensure that it is accurate, and that the College can fulfil its educational and daily activities regarding the enrolment of students in its care.
- The updating of records and personal information also requires parents to inform the College of restrictions regarding the publication of student names and photographs. Explicit permission is sought from parents regarding the publication of photographs especially those photographs and names that will be published beyond the school community.
- Excess print copies of material containing student names e.g. absentee lists, class lists, **must be shredded** (not disposed of in an ordinary waste-paper bin) or recycled.

## Privacy Policy

### **Related Policies:**

*Duty of Care Policy*

*Enrolment Policy*

*Photographs of Students Policy*

*Staff Recruitment Policy*

*Student Health Policy*