(6) PRIVACY POLICY

The Beehive Montessori School Inc. is committed to respecting the privacy of all staff, students and families. We are committed to identifying what information is private and controlling the release of this information in accordance with the relevant laws and information (eg. the Privacy Amendment Act (Private Sector) 2000).

Rationale

We respect the privacy of all students, staff and families at the School. This is to avoid embarrassment, ridicule, harassment, fraud or danger to these people. The outcomes of any unauthorized divulgence of private information about any individual at the School, child, family member, employee, contractor or volunteer, job applicant and other people who come into contact with the School would have a severe impact on the School through loss of integrity and possible legal action.

Objectives

• To control all information of a private nature and release such information by exception.
• To preserve the privacy of individuals and to completely control the disclosure of personal information collected throughout a family’s relationship with the School.

Links to School and Strategic Plan

The Constitution states that the School may make, vary or repeal rules for its regulation, administration, control and management.

Other Related Issues

The Privacy Amendment (Private Sector) Act 2000 - all Schools required to comply from December 21 2001. The Act is held in the Beehive office and is available to all individuals at the School.

Amended: 23/06/2011 by the Re-Registration Committee, office of Non-Government.

There is no guarantee that a printed copy is the latest version of this document. Refer to electronic version maintained by School Administration to ensure accuracy.
Other Related Issues (cont’d)

A Privacy Compliance Manual written specifically for independent Schools is on the AISWA website: www.ais.wa.edu.au

Schools must adhere to the 10 National Privacy Principles using them as the standard when handling personal information. Please see the Procedures for these principles.

Levels of Responsibility

The School Board is responsible for:

- adopting and developing the policy.
- ultimately responsible to the School community for ensuring that reasonable measures have been adopted by the Principal and staff so that the privacy policy is in place.
- taking into account new laws and technology.
- taking into account changes to School operations and practices and making sure the privacy policy remains applicable to the changing School environment.

The Principal is responsible for:

- ensuring strict confidentiality in the use of personal information.
- ensuring personal information is handled responsibly.
- ensuring that the School adheres to the 10 National Privacy Principles, using them as the standard when handling personal information.
- specific care in use of photographs in School publications and on websites.
- community awareness of what information may be used.
- community awareness of how information may be used.
- ensuring that the School has systems in place designed to protect information from misuse or loss.
- ensuring that the information the School holds is accurate and up-to-date.
- ensuring that a privacy contact person be appointed for the School.
- all staff being thoroughly conversant with their responsibilities under the Act.
- taking into account new laws pertaining to the privacy policy.
- taking into account changes to School operations and practices and making sure the privacy policy remains applicable to the changing School environment.
- ensuring that authorization is given by the parent for information used by the School.
Levels of Responsibility (cont’d)

The Vice Principals are responsible for:
- ensuring strict confidentiality in the use of personal information
- ensuring personal information is handled responsibly
- being thoroughly conversant with their responsibilities under the Act
- ensuring strict confidentiality in the use of personal information
- ensuring personal information is handled responsibly
- those duties as delegated by the Principal

The Staff is responsible for:
- ensuring strict confidentiality in the use of personal information
- ensuring personal information is handled responsibly
- being thoroughly conversant with their responsibilities under the Act
- those duties as delegated by the Principal

Documentation

- The Policy and Procedures are documented and made available on The Beehive Montessori School website.
- The Policy, Procedures and Guidelines for staff are documented in the Staff Handbook.

Performance Review and Measurement

There will be no incidents of misuse of information, no unauthorized divulgence of private information about any individual at the School, child, family member, employee, contractor or volunteer, job applicant and other people who come into contact with the School by Board, Principal and staff. The utmost integrity will be maintained in enforcing the Privacy Amendment (Private Sector) Act 2000.

A privately contracted person is appointed and contract details are available in Parent and Staff Handbook.
Activity

Annual review of the Privacy Policy is required by the School Board. Changes or updates to the Privacy Policy must be filtered down the appropriate page on The Beehive Montessori School website and in the appropriate section of the Staff Handbook.

Related Documents

The Privacy Amendment (Private Sector) Act 2000

Association of Independent Schools of Western Australia (AISWA) Policies and Procedures Guidelines for Schools – Chapter 8, Privacy Amendment Act 2000

Review for applicability to The Beehive Montessori School

Procedures and Guidelines

- Admissions Policy
- Bursary Policy
- Child Conduct Policy
- Child Health and Safety Policy
- Child Protection Policy
- Child Safety Policy
- Complaints Policy
- Crisis Management Policy
- Discrimination and Equal Opportunity Policy
- Educational Standards Policy
- Family Court Policy
- Parent Information Policy
- Workplace Safety and Health Policy