

PRIVACY POLICY

This policy is informed by:

- **CMS Privacy Policy** (*reviewed October 2014*)
- CMS Grievance Policy (*reviewed June 2016*)
- Privacy Act 1988 (Privacy Act)
- Health Records (Privacy and Access) Act 1997 (ACT)
- CMS Staff Handbook (Part A)

Statement:

Canberra Montessori School's primary purpose for collecting information about parents/carers and students is to enable the school to provide services to meet the educational and wellbeing needs of the individual child.

The policy acknowledges schools and systems which are members of an Association of Independent Schools adhering to Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act. Canberra Montessori School is bound by The Australian Privacy Principles supporting the values of the school.

Rationale:

Following the guidelines for the development of Australian Privacy Principles privacy policy for the Canberra Montessori School, the policy includes specific topics and is readily available to any interested parties on request.

What is personal information:

Personal information is any information that identifies a person or means they are reasonably identifiable. In the school context, this might be personal information about students, staff, job applicants, parents/carers, external providers and other members of the community. Personal information can range from detailed information, such as medical records, to less obvious types of identifying information, such as an email address.

Sensitive personal information is a type of personal information treated with extra protection and care. Sensitive information includes information about: a person's racial or ethnic origin; religious beliefs or affiliations; sexual orientation; criminal record; family court order; government identifiers (such as TFN); membership of a professional or trade association; or membership of a trade union.

Health information (particularly in relation to prospective staff and student records) including medical records, disabilities, immunisation details and psychological reports.

How CMS collects personal information:

- Personal information is collected during the application and enrolment processes.
- CMS may collect personal information from the individual in their capacity as a contractor, volunteer, stakeholder, job applicant, alumni, visitor or others that come in contact with the school.
- Parents/carers are directly requested to update all details annually and are encouraged to inform the school of other personal details (such as updated medical plans or a change of address) at any time during the year.
- The school will generally collect personal information by way of forms completed by parents/carers, face-to-face meetings and interviews, email and telephone calls.
- The school may be provided with personal information about parents/carers or students from a third party, for example a report provided by a medical professional or a report from another school.

How CMS holds personal information:

- Personal information is held in a secure school administration database and in some instances in hard copy secured in classroom storage rooms and the school office.
- Limited access is based on a need-to-know-basis and staff are aware of their responsibilities in relation to confidentiality of information.
- The school uses online or 'cloud' service providers to store personal information and to provide services relating to email, instant messaging and educational assessment.
- Archiving contains personal information, held both in the school in a secure archive room and with an offsite outsourced provider.

The purpose for which CMS collects, holds, uses and discloses personal information:

The school will use or disclose personal information about an individual only in specified circumstances including:

- For the primary purpose for which it was collected; or
- With the individual's consent (or if the individual is a student, with the consent of the parent/carer);
- For a secondary purpose which is related to the primary purpose of collection (or directly related, in the case of sensitive information), and which the individual would reasonably expect;
- Where required or authorised under law;
- Where the school reasonably believes that the use of disclosure is necessary to prevent threats of life, health, or public safety (e.g. external providers);
- Where the school has reason to suspect that unlawful activity or misconduct of a serious nature relating to its functions or activities has been engaged in and the use of disclosure is necessary for it to take appropriate action;
- Where the school reasonably believes the use of disclosure is reasonably necessary to assist with locating a person reported or missing.

How an individual may access their personal information and seek correction of it:

- The individual has the right to obtain access to any personal information that the school holds about them. There are some exceptions to these rights set out in the applicable legislation within the Commonwealth Privacy Act.
- To make a request to access any personal information the school holds about an individual, the Principal can be contacted in writing to principal@cms.act.edu.au; or Principal, Canberra Montessori School, 35 Mulley Street, Holder, ACT 2611; or by phone at (02) 6287 1962.
- The school may require identity verification and seek clarification as to what information is required.
- If the information sought is extensive, the school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested, and will advise the likely cost in advance.
- Where access is denied, the school may consider whether the use of mutually agreed intermediaries would allow sufficient access.
- If the school cannot provide access to requested information, it will provide written notice explaining the reasons for refusal and mechanisms available to judge a complaint about refusal of access.
- Where the school corrects the personal information of an individual, it will be required to take reasonable steps to notify any other entity to which it has previously disclosed the information, if that notification is requested by the individual.
- The CMS community is encouraged to notify the school if they consider their personal information held by the school is inaccurate, out of date, incomplete, irrelevant or misleading.


How an individual may complain if you or a contractor breaches the APPs or a binding registered APP code:

Complaints can be made to CMS by notifying the Business Manager in writing as soon as possible, should a breach of the APPs be identified. A response will be provided within a reasonable time (usually no longer than 30 days). CMS may seek further information to provide a full and complete response.

If you are not satisfied with our response, you may refer the complaint to the Office of the Australian Information Commissioner (OAIC)

Link to complete form online

https://forms.business.gov.au/smartforms/landing.htm?formCode=APC_PC

Approved by:	Date:	Next Review Date:
 Principal	16/04/18	16/04/19