

Privacy Policy

Vision Statement:

The purpose of Pacific Hills Christian School is to provide a Christian educational community as a centre of teaching and learning excellence, founded on Biblically-based beliefs, values and behaviour.

Rationale:

This Privacy Policy has been developed to meet the requirements of the National Privacy Principles contained in the Commonwealth Privacy Act. Pacific Hills Christian School is committed to upholding these Principles in relation to the Privacy of staff, Students and Parents of the School. Privacy is respected at Pacific Hills as it reflects concern for creating and maintaining safe relationships for those involved in the School community.

Values and Mission Goals:

In the process of Christian Education

(d) To fulfil all Government requirements to enable us to be an accredited educational institution.

In Christian Community Life:

(a) To create safe relationships through being just and fair according to Biblical principles.

(b) To be compassionate and merciful as God is to us.

Policy:

The School respects the confidentiality of staff, students and parents' personal information and the privacy of individuals. The school will employ measures to secure this information.

Related Policies:

Critical Events Policy

Staff Discipline and grievance

Child Protection

Student Welfare

Discipline

Bullying Anti (Safe Schools)

Information Security

Principles:

- The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- The School will only request information from families and staff members that is required by Law or Statutory Authority or that in the opinion of the School will directly affect the learning of students.
- Staff are required to maintain confidentiality with reference to student, staff and family records and information.
- Access to student, staff and family records will be given to staff on the authorisation of the Principal and where required by law and statutory authority.
- The school requires full disclosure by families of all information that may impact on the education of their child.
- The school will release private information to Commonwealth Departments as necessary, in order to secure Commonwealth funding.
- The release of information to Commonwealth Bodies will be notified to the parents.

Procedural Guidelines:

- Staff are to be briefed on the Privacy Act each year and when new procedures implemented.
- All private and confidential documentation that comes to a teacher must be sent to the Head of School as a securing measure.
- All Heads of Schools are to submit private and confidential documentation to the family file.
- Confidential documents to be kept in secure areas of the school and be under lock & key outside of school hours.