



SOPHIA
MUNDI

Steiner Education and IB World School

Privacy Policy

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1. Policy Scope

The application of this policy is relevant to the governing board, principal and to school staff, students and parents involved in handling personal information of students, staff, families and volunteers of the school. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment

The type of information Sophia Mundi Steiner School collects and holds includes (but is not limited to) personal information, including sensitive information about:

Students, Parents and Guardians before during and after the course of a student's enrolment at Sophia Mundi Steiner School

Job applicants, staff members, volunteers, consultants and contractors

Other people who come into contact with Sophia Mundi Steiner School

2. Policy Objectives

The SMSS Privacy Policy is intended to inform individuals about the practices of the School in relation to personal information. It also serves as a guide to the School's staff as to the standards to be applied in respect of handling personal information and ensure consistency in the School's approach to privacy.

The Privacy Act 1998 (Cth.) covers the personal information of parents, students, employees, board members, alumni, job applicants, contractors and volunteers.

The Act does not differentiate between adults and students of different ages; the implication, therefore, is that young people have rights in respect of their privacy.

These objectives are covered in detail in Sophia Mundi's Offsite activities Management Procedures.

3. Policy Statement

The SMSS Privacy Policy is intended to allow the School to satisfy the requirements of *Commonwealth Privacy Act 1988* and *National Catholic Education Commission and independent Schools Council of Australia Privacy Compliance Manual May 2018*.

The privacy policy must contain the following information:

- the kinds of personal information it collects and holds and how it collects this information
- the purposes for which it collects, holds, uses and discloses personal information
- how an individual may access and seek correction of their information
- how an individual may complain about a breach of the APPs and how the school will deal with that complaint
- whether the school is likely to disclose information overseas.

A key component of the legislation is the mandatory requirement for schools to comply with the Australian Privacy Principles (APPs). The APPs set minimum standards that relate to the collection, security, storage, use, correction and disclosure of personal information and access to that information.

4. Policy Requirements

Sophia Mundi employees, students, visitors, volunteers and contractors are required to act in accordance with relevant legislation:

- *The Privacy Act 1998 (Cth)*
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.)*
- *The Privacy and Data Protection Act 2014 (Vic.)*
- *Health Records Act 2001 (Vic)*
- *Child Safe Standards legislation*
 - *Child Wellbeing and Safety Act (Vic)*
 - *Ministerial Order 870 January 2016 (Vic)*
 - *Crimes Act 1958 (amended) (Vic)*
 - *Betrayal of Trust Report 2014 (Vic)*
 - *Working With Children Act 2005 (Vic)*
 - *Wrongs Amendment (Organisational Child Abuse) Act 2017 (Vic).*
- *Education and Training Reform Act 2006*
- *Education and Training Regulations 2017*

5. Policies and procedures to be read in conjunction with this policy

- SMSS Duty of Care policy
- Mobile Phone policy
- SMSS Enrolment policy and procedures