



School's Commitment

St Stephen's School respects individual rights to privacy and confidentiality of personal information. In handling personal information, the School is committed to complying with the Australian Privacy Principles (APPs) which support the Privacy Act 1988 (Cth).

Unless specifically stated otherwise, this Standard Collection Notice, the School's Privacy Policy and the access in line with the APPs will apply to all personal information collected by the School. Those policies are available from the School Administration to anyone who requests them.

Collection and Use of Personal Information

The School collects personal information about students, parents, guardians, staff and other individuals.

The primary purpose of collecting personal information is to enable the School to provide for the students' educational, social, spiritual and medical wellbeing and development, and the needs of their parents or guardians during the period in which the student is enrolled in the School.

The purposes for which the School collects and uses personal information include:

- providing for the effective education and care of students
- keeping parents and guardians informed about matters related to their child's schooling, through correspondence, newsletters, calendar and magazines
- day to day administration of the School
- raising matters before the School's Council
- maintaining a network of former students
- marketing the School and fundraising activities
- satisfying the School's legal obligations, including obligations under health and safety laws, child protection and
- maintaining the school alumni and engaging with past students

Personal information is also collected to enable appropriate care and professional review of staff.

Disclosure of Personal Information

Personal information collected from students or about students is regularly disclosed to their parents or guardians. The School from time to time discloses personal information to others for legal, administrative, health and educational purposes, including:

- other schools (i.e.: in conducting competitions or in accessing facilities)
- government departments if required to do so
- medical practitioners, volunteers, educational contractors and agents who provide services to the School (i.e.: medical)
- specialist visiting teachers, sports coaches and volunteers, and such other persons to whom the School needs to provide information to effectively carryout its purposes

Such information is only provided to them to the extent necessary for their involvement with the pupils of the School.



Academic and sporting achievements, student activities, reports about School events, achievements of former students and other news is published in School newsletters, calendar, magazines, and on our website. Such publications may include photographs of individuals, including those attending events, and their name.

Failure to Provide Information

If the School does not obtain all necessary personal information about a student or their parent or guardian, it may not be able to enrol or continue the enrolment of that student.

Access to Provide Information

The Privacy Act provides individuals with the right to access personal information held about them by the School and requires them to correct incorrect information.

Requests for access and correction will be handled in accordance with the Australian Privacy Principles. All requests for access should be made in writing and addressed to the Privacy Officer at the address stated below.

Consent to Use of Information

The consent of all individuals providing personal information to the School will be implied for the School to use personal information in the manner set out in this notice and the Privacy Policy unless the School's Privacy Officer is notified in writing to the contrary.

Privacy Complaints

If you wish to make a complaint about a breach by us of the Australian Privacy Principles you may do so by providing your written complaint by email, letter or by personal delivery to School's Privacy Officer as per the contact details noted below. You may also make a complaint verbally.

We will respond to your complaint within a reasonable time (usually no longer than 30 days) and we may seek further information from you in order to provide a full and complete response. Your complaint may also be taken to the Office of the Australian Information Commissioner.

Contacting the School Privacy Officer

Questions about privacy issues, privacy data breaches, requests for access and correction and any objections to the use of information in accordance with this Standard Collection Notice should be addressed to:

The Privacy Officer, St Stephen's School, PO Box 68, Greenwood, WA 6924.

Tel: 08 9243 2100

Fax: 08 9243 2490

Email: privacy@ststephens.wa.edu.au