

RNS Privacy Policy

Ratification Date: This Policy was ratified by the RNS Board on 01/09/2021	Next Review: 2023 or after an event or changes to the minimum standards as advised by the VRQA	Availability: <table><tr><td>Web</td><td>x</td></tr><tr><td>Office</td><td>x</td></tr><tr><td>On Request</td><td>x</td></tr></table>	Web	x	Office	x	On Request	x	Actions:
Web	x								
Office	x								
On Request	x								

PURPOSE:

This Policy outlines how the River Nile School deals with collecting, keeping and sometimes passing on personal information it collects.

AIM:

The aim of the policy is to provide a clear understanding to the school community about how privacy is managed.

RNS will use the personal information it collects for the primary purpose of providing for the ongoing education and wellbeing support for students. RNS endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the School at any time.

IMPLEMENTATION

1. We will appoint a school privacy officer. Currently due to the small number of staff, it is the Principal.
2. We will collect and hold information about students, siblings and primary family, guardians or carers before, during and after the course of a student's enrolment; similarly, job applicants, staff members, volunteers and contractors; and others who come into contact with the school.
3. Our collection of personal information about students and their families will be by means of RNS's Enrolment Form filled out by primary family, guardians or carers or students who are 18 years and older, and/or has independent responsibility for themselves.
4. In some circumstances we may be provided with personal information from a third party, for example a doctor, or by way of a reference from a previous school.
5. Our primary purpose in collecting personal information about students and their families is to enable the school to provide schooling for the student. This may be manifested in some or all of the following ways:
 - To keep primary family, guardians or carers informed about matters relating to their child's schooling.
 - Day to day administration.
 - Looking after student's educational, social and medical wellbeing, including communicating matters of importance to a child's teacher.
 - To satisfy the school's legal obligations to allow us to discharge our duty of care.
6. We may disclose personal information, including sensitive information, held about an individual to another school as required, government departments as required, medical practitioners, people providing services to the school (including specialist visiting teachers and sports coaches), primary family, guardians or carers of the child in question, and anyone whom the person concerned, or in the case of a student, her primary family,

guardian or carer authorises us to give such information to. Equally, we may withhold information where it appears to be in the individual's best interests to do so (unless legally required to make them available).

7. Sensitive information includes information relating to a person's racial or ethnic origin, political opinion/s, religion, trade union or other professional or trade association membership, sexual preferences, criminal record, and health. Unless the individual concerned stipulates otherwise, the disclosure of that sensitive information is allowed by law. Sensitive information will be used and disclosed only for the purpose for which it was provided, or a directly related secondary purpose.

8. When an individual student travels off campus we may provide personal information about that student to the accompanying staff or chaperones, coordinators and assistants.

9. We will hold personal information securely, by means of locked storage of paper records, and password access to computerised records.

10. We will endeavour to ensure that personal information we hold is accurate, complete, and up to date. Individuals may seek to update their personal information held by the school by contacting the school privacy officer in writing at any time.

11. We recognise the right of an individual under the Commonwealth Privacy Act to obtain access to any personal information, which the school holds about them, and to advise the school of any perceived inaccuracy.

In general we note our obligations under the Federal Privacy Laws 2001.

REFERENCES AND SUPPORT:

RNS Enrolment Policy

RNS Data Collection Policy and Procedure

EVALUATION:

This policy will be formally reviewed by River Nile School every three (3) years and following significant incidents, if they occur.

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