



PRIVACY PROCEDURE

RATIONALE

The Privacy Act 2020 provides a framework for protecting an individual's right to privacy of personal information, including the right of an individual to access their personal information, while recognising that other rights and interests may at times also need to be considered.

The Act establishes information privacy principles for:

- the collection, use, disclosure and storage of personal information by agencies, and access by each individual to their personal information.

Wesley College recognises its duty to maintain the privacy of all prospective, students and staff, current or past, enrolled or employed at the College in relation to the collection, use, access, correction and disclosure of personal information.

DEFINITIONS

"Individual" means a natural person, other than a deceased natural person.

"Personal Information" is information about an identifiable individual that is not contained in a publicly available publication.

"correct" in relation to personal information, means to alter that information by way of correction, deletion, or addition

"document" *means a document in any form; and includes—*

- a) any writing on any material:
- b) any information recorded or stored by means of any tape recorder, computer, or other device; and any material subsequently derived from information so recorded or stored:
- c) any label, marking, or other writing that identifies or describes any thing of which it forms part, or to which it is attached by any means:
- d) any book, map, plan, graph, or drawing:
- e) any photograph, film, negative, tape, or other device in which 1 or more visual images are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced

PROCEDURE

Wesley College will ensure:

- that all personal information is collected, updated, used, stored, disclosed and exchanged in accordance with the provisions of the Privacy Act 2020 and all amendments legislation.
- that a Privacy Officer is appointed on an annual basis.
- that the provisions of this procedure apply to all prospective, current and past students and staff.
- that the school will only collect information for those purposes as outlined in the student Application for Admission or as required for the purpose of employment of staff fulfilling health and safety and vetting regulations.
- that the school will collect information from the individual concerned only, unless this is not reasonably practical.
- that the school informs individuals at the time of collection that information is being collected, the purposes of that collection, the recipients of the information, how the

information will be stored, the consequence of not supplying the information, and their rights of access and application for corrections.

- the means for collecting information is lawful and fair.
- that information is held securely, guarding against loss or unauthorised use, access, modification or disclosure.
- that individuals can access personal information and either make the correction requested or attach a statement of the request to the relevant file.
- that requests for corrections of information are registered, and either make the correction requested or attach a statement of the request to the relevant file.
- that all reasonable steps have been made to check that information is accurate.
- that the information is kept no longer than is required for purposes for which it was collected.
- that the information is used only for the purposes for which it was collected, unless otherwise provided for in the Privacy Act.
- that personal information is disclosed only when the individual authorises such disclosure or to avert a threat to public health or safety, or for statistical purposes where the individual cannot be identified.
- to use unique identifiers only when necessary for efficiency, and not use the unique identifiers of other agencies.

This procedure was issued by the Principal on November 2021.
This procedure will be reviewed on / before November 2024.

PRINCIPAL

11 November 2021
DATE