



PERTH
MONTESSORI
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PRIVACY POLICY

This policy details how Perth Montessori uses and manages personal information provided to and/or collected by it.

BOARD APPROVAL

Date: 04 Aug 2015

Signed by Board Chair:

Name of Board Chair: Neil Major

Next Revision Date: Aug 2017

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1. PURPOSE

- 1.1. The purpose of this document is to describe how the School manages personal information it acquires in the normal course of its day-to-day operations. It includes:
 - 1.1.1. the types of information that will be collected, used and disclosed and the purpose for which it is collected,
 - 1.1.2. the management and use of the information collected, and
 - 1.1.3. management of issues relating to access and correction.

2. POLICY

- 2.1. Perth Montessori collects, holds, uses and manages personal information in accordance with the National Privacy Principles contained in the Commonwealth Privacy Act.

3. BACKGROUND

- 3.1. Perth Montessori collects personal information, including sensitive information about:
 - 3.1.1. students and parents and/or guardians before, during and after the course of a student's enrolment at the school,
 - 3.1.2. job applicants, staff members, volunteers and contractors, and
 - 3.1.3. other people who come into contact with the school.
- 3.2. **Privacy Act 1988 until 21 December 2001**

The *Privacy Act 1988* regulates the collection, storage, use and disclosure of different types of personal information by:

 - 3.2.1. Commonwealth and Australian Capital Territory government agencies,
 - 3.2.2. credit providers,
 - 3.2.3. credit reporting agencies, and
 - 3.2.4. organisations that use tax file numbers.
- 3.3. **Privacy Act 1988 from 21 December 2001**

The *Privacy Amendment (Private Sector) Act 2000* amends the *Privacy Act 1988*, to also regulate the way private sector organisations, including non-government schools and systems, handle 'personal' information of individuals.

3.4. The purpose of the new provisions is to ensure that organisations that hold information about people handle that information responsibly. They aim as far as possible to establish a nationally consistent approach to the handling of personal information. The Privacy Act will govern how the school must handle personal information.

3.5. **National Privacy Principles**

A key component of the new legislation is the mandatory requirement for organisations to comply with the *National Privacy Principles* ('NPPs'). The NPPs set minimum standards which relate to the collection, security, storage, use, access, correction and disclosure of personal information. The NPPs are briefly summarised in **Appendix E**.

3.6. **Other Aspects of the Privacy Act**

The *Privacy Act* introduces a mechanism enabling individuals to:

- 3.6.1. access personal information held about them,
- 3.6.2. request corrections be made to that information,
- 3.6.3. make complaints about the handling of their personal information, and
- 3.6.4. receive compensation for interferences with their privacy.

REVISION HISTORY

#	Date	Owner	Change
v1.0	02 Dec 2005	Nerida Doherty	Initial drafting and proposal to the Board.
v1.1	18 Jul 2014	Nerida Doherty	Reformatted and rewritten for legislation change.
v1.2	16 Sep 2015	Nerida Doherty	Reformatted, removed procedures.
v1.3	04 Aug 2022	Andrew Marsh	Reformatted with Perth Montessori template.