

## **SECTION 6 : ADMINISTRATION**

### **6.2 PRIVACY**

#### **RATIONALE**

Daramalan recognises each person as a unique creation of a loving God. Each individual person must be allowed to grow and develop. Each person has a right to have aspects of her/his life protected by appropriate handling of personal information.

#### **POLICY**

Daramalan College will comply with Australian privacy laws in carrying out its functions, and will make available statements that outline how it handles personal information in accordance with Australian Privacy Principles

#### **APPLICATION**

1. The Principal will have responsibility for ensuring the College has in place appropriate documentation covering the collection, use, storage, disclosure of personal information and procedures for handling breaches of protocols laid out in that documentation.
2. The College will provide a statement that outlines how it handles personal information.
3. The College privacy documentation will be made available to all staff and members of the Board.
4. Staff will be reminded annually of their responsibilities, particularly in relation to the collection, management of, use and provision of access to, information about its immediate community of students, parents, staff and volunteers, and its wider community of past students and friends of the College, and others associated with the College.

*Reviewed and re-approved November 22, 2016*