

Policy and Procedure

Privacy

Collection, Use & Management of Personal Information

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1. Purpose

Moerlina School is committed to protecting the privacy, dignity and confidentiality of all members of our school community.

The School collects, uses, stores and discloses personal information to support the education and wellbeing of students, fulfil legal obligations, employ staff, manage school operations and maintain positive relationships with families and the wider community.

This policy outlines how personal information is managed in accordance with:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
- Notifiable Data Breaches Scheme
- Children and Community Services Act 2004 (WA)
- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Relevant child safety and record management requirements

2. Scope

This policy applies to:

- students
- parents, carers and guardians
- prospective students and families
- staff members
- volunteers
- contractors and consultants
- School Council members
- visitors
- alumni and former families
- any other person whose personal information is collected by the School

3. Privacy Principles

Moerlina School manages personal information in accordance with the Australian Privacy Principles.

The School will:

- collect only information necessary for its functions and activities
- collect information lawfully and fairly
- protect information from misuse, loss and unauthorised access
- provide access to personal information where appropriate
- correct inaccurate information when requested
- manage privacy complaints respectfully and promptly
- respond appropriately to eligible data breaches

4. Types of Information Collected

The School may collect and hold personal information including:

Student Information

- names and contact details

- date of birth
- enrolment records
- academic records and assessments
- attendance records
- behaviour and wellbeing information
- learning support information
- photographs and audio-visual recordings
- emergency contact details

Parent and Guardian Information

- contact details
- billing information
- correspondence with the School
- emergency contacts
- court orders and parenting arrangements where relevant

Staff and Volunteer Information

- employment records
- qualifications and registrations
- screening and background checks
- payroll and taxation information
- professional development records

Sensitive Information

Where necessary and permitted by law, the School may collect sensitive information including:

- health and medical information
- disability information
- mental health and wellbeing information
- allergy and medication information
- child protection information
- emergency and risk management information

Sensitive information will only be collected where reasonably necessary and managed with additional safeguards.

5. Collection of Information

Information is generally collected directly from individuals or their parents/carers through:

- enrolment applications
- interviews and meetings
- forms and surveys
- correspondence
- consent forms
- medical documentation
- employment applications
- school activities and events
- learning and assessment activities

Information may also be collected from:

- previous schools
- government agencies
- health professionals
- regulatory authorities
- referees
- third-party service providers

where authorised by the individual or permitted by law.

Where personal information of another person is provided to the School, the individual providing the information should ensure the person concerned is aware that the information has been supplied.

6. Purpose of Collection

The School collects personal information primarily to:

- provide educational services
- support student learning and wellbeing
- meet duty of care obligations
- communicate with families
- administer enrolment and attendance processes
- manage employment relationships
- meet legal and regulatory obligations
- respond to emergencies
- support child safety and protection requirements

7. Use and Disclosure of Information

Personal information will generally only be used or disclosed for the purpose for which it was collected or for a related purpose that would reasonably be expected.

Information may be disclosed to:

- government departments and regulatory authorities
- Department of Education
- Australian Government agencies
- AISWA and associated educational organisations
- medical and allied health professionals
- specialist consultants
- legal advisers
- insurers
- contracted service providers
- emergency services
- other schools where a student transfers

The School will not sell personal information.

Where consent is required, it will be sought before information is disclosed.

8. Digital Services and Online Platforms

The School uses digital technologies and online platforms to support learning, communication and administration.

These may include:

- student management systems
- learning management systems
- cloud storage services
- communication applications
- online assessment tools
- educational software and applications

Information stored through these services may be processed or stored outside Western Australia and, in some cases, outside Australia.

The School takes reasonable steps to ensure service providers maintain appropriate privacy and security standards.

9. Student Images and Recordings

Moerlina School values celebrating and documenting student learning and achievements.

With parent/carers consent, student images, recordings and examples of student work may be used in:

- classroom documentation
- newsletters
- annual reports
- school publications
- website content
- social media platforms
- educational presentations
- local media

Families may withdraw consent at any time by notifying the School in writing.

The School will maintain records of image permissions and take reasonable steps to ensure individual preferences are respected.

Additional consent will be sought where images are requested for use by external organisations.

10. Social Media and Public Communications

The School maintains a website and social media presence to:

- share learning experiences
- celebrate achievements
- communicate with families
- promote school activities
- support community engagement

All published material will be consistent with the School's values, child safety obligations and privacy requirements.

Content will be monitored and managed by authorised personnel.

No student's personal information will be published beyond approved consent arrangements.

11. Storage, Security and Retention of Information

The School takes reasonable steps to protect personal information from:

- misuse
- interference
- loss
- unauthorised access
- unauthorised modification
- unauthorised disclosure

Security measures may include:

- secure electronic systems
- password protection
- controlled user access
- encryption where appropriate
- secure storage of paper records
- staff training and confidentiality obligations

Records will be retained in accordance with legal, educational and operational requirements.

When records are no longer required, they will be securely destroyed or de-identified.

Historical archives may be maintained where appropriate for the preservation of School history.

12. Confidentiality

All staff members, Council members, volunteers and contractors who access personal information are expected to maintain strict confidentiality.

Individuals granted access to confidential information may be required to sign a Confidentiality Agreement and Disclosure Form.

Confidential information must only be used for authorised School purposes.

13. Access and Correction

Individuals may request access to personal information held by the School.

Requests should be made in writing to the Principal. The School will respond within a reasonable timeframe and may request verification of identity before releasing information.

Access may be refused where permitted by law, including where:

- disclosure would unreasonably impact another person's privacy
- disclosure could compromise child safety or wellbeing
- information was provided confidentially
- legal obligations prevent disclosure

Individuals may request correction of inaccurate, incomplete or outdated information.

14. Data Breach Management

The School maintains procedures for responding to actual or suspected privacy breaches.

A data breach may involve:

- loss of personal information

- unauthorised access to information
- unauthorised disclosure of information

Where a breach occurs, the School will:

1. Contain the breach.
2. Assess the nature and extent of the breach.
3. Evaluate risks of harm.
4. Take steps to minimise impacts.
5. Notify affected individuals where required.
6. Notify the Office of the Australian Information Commissioner where required under the Notifiable Data Breaches Scheme.
7. Review practices to reduce future risk.

All staff are required to immediately report suspected privacy breaches to the Principal.

15. Privacy Complaints

Individuals who believe their privacy has been breached may make a complaint to the Principal.

The School will follow the Concerns, Complaints & Disputes Policy and procedures in responding:

- acknowledge the complaint
- investigate the matter
- respond in writing
- seek a fair and timely resolution

If a complainant is dissatisfied with the outcome, they may contact the Office of the Australian Information Commissioner.

16. Responsibilities

School Council

- approve and review this policy
- oversee governance arrangements

Principal

- implement and monitor compliance
- manage privacy complaints
- oversee data breach responses

Staff and Volunteers

- comply with this policy
- protect personal information
- report privacy concerns or breaches

Parents and Carers

- provide accurate information
- advise the School of changes to personal information
- respect the privacy of other members of the school community

17. Related Policies

- Child Safety and Wellbeing Policy
- Records Management Policy
- Social Media Policy
- Concerns, Complaints and Disputes Policy
- Staff Code of Conduct
- Enrolment Policy

APPENDIX 1: PRIVACY COLLECTION NOTICE

Collection of Personal Information

Moerlina School collects personal information about students, parents/carers, prospective families, staff, volunteers and contractors in order to provide educational services and fulfil its legal obligations.

The primary purposes for collecting personal information include:

- assessing enrolment applications;
- providing education and student support services;
- supporting student health, safety and wellbeing;
- communicating with families;
- meeting duty of care responsibilities;
- managing employment and volunteer arrangements;
- complying with legal, regulatory and reporting obligations.

The information collected may include:

- names and contact details;
- family and emergency contact information;
- academic records;
- attendance records;
- health and medical information;
- learning support information;
- photographs and audio-visual recordings;
- court orders and parenting arrangements where applicable.

Disclosure of Information

Personal information may be disclosed to:

- government departments and regulatory bodies;
- educational authorities;
- health professionals;
- specialist support services;
- contracted service providers;
- emergency services;
- other schools when a student transfers;
- organisations authorised by law.

The School will not sell personal information.

Storage and Security

Information may be stored in paper and electronic formats, including secure cloud-based systems used by the School.

The School takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Access and Correction

Parents/carers and other individuals may request access to, or correction of, personal information held by the School by contacting the Principal.

Privacy Concerns

Questions or concerns regarding privacy should be directed to the Principal.

By signing the Enrolment Agreement, families acknowledge receipt of this Privacy Collection Notice and the School's Privacy Policy.

Appendix 2:



Collection and Use of Personal Information – 2026 (To be copied to Moerlina Staff – General – Attendance Registers, Class Lists, Family Contacts, YYYY)

Families have granted permission for the use of images and class or school activity information about their child/ren to be used for School purposes such as, but not limited to: School publications, School website, School Facebook pages, Class social media (eg Wikis, blogs with access provided only to families), Education presentations (eg. Conferences, professional workshops) and local newspapers. The exceptions to this are as follows:

Child's Name	Class	Exceptions
	K	No contact details except phone number to be shared in community lists. Internal publications only, not available to the public
	K	Internal publications only, not available to the public
	PP	Class app only, no public publications please
	PP	Internal publications only, not available to the public
	PP	Internal publications only, not available to the public
	PP	Internal publications only, not available to the public
	PP	No contact details included in community lists; image/class/school use permitted with first name only
	Y1	Class social media accessed by families only
	Y1	No contact details to be included in community lists
	Yr 2	No public or social media posts. Within the classroom with other students, parents & teachers only.
	Yr 2	Recognisable features blanked out of public/social materials; Mum only added to community lists
	Yr 3	No social media
	Yr 4	Internal use only unless specific consent provided
	Yr 4	No image displayed externally electronic/written/paper form
	Yr 4	No social media
	Yr 4	Internal communications and digital platforms only
	Yr 5	Parents prior viewing for public media
	Yr 5	Internal communication only, no social media
	Yr 5	No social media
	Yr 6	No social media (permission withdrawn 16/6/22)
	Yr 6	Class social media, education presentation etc only with prior permission
	Yr 6	Use only for internal information and prefer NO social media of xxxxx's face
	Yr 6	Internal communications and digital platforms only

Please note:

- where permission is given subject to parental approval is highlighted above in orange
- where **no** social media image usage is permitted is highlighted above in red

Appendix 3:
MOERLINA SCHOOL
PERMISSION TO USE STUDENT IMAGES BY EXTERNAL ORGANISATIONS



PERMISSION TO USE STUDENT IMAGES FORM

At Moerlina we love to use the images of our students to help relate the atmosphere and dynamics of our school. This may be in promotional material such as newspaper or magazine articles, information pamphlets to endorse Moerlina, or other mediums recording school activities such as videos, newsletters, photo displays, etc. Your consent to use images for School purposes is collected early each year and may be removed at any time by advising the school in writing of your wishes.

At different times we have school activities take place that involve people from other organizations wishing to use images of our children in the educational setting. Your consent for these images to be used outside of the school will be sought in respect to each individual case.

Please return slip below by *return date*.

PERMISSION TO USE STUDENT IMAGES FORM
(EXAMPLE)

School Zone Speed Signs

Photo with Jonathon Huston, MLA, Member for Nedlands

Request for permission for **Jonathon Huston's office** to use still images of your child in a group shot similar to the one included here, for the purpose of promoting the solar powered speed signs outside schools.

I **do/do not** give permission for my child's/children's image(s) to be used **by Jonathon Huston's**

Office. Student Name: _____

Parent/Carer: _____
(Please print full name)

Parent/Carer Signature: _____ Date: _____