

Privacy Policy

Rationale

This policy outlines how Orana Steiner School uses and manages personal information provided to or collected by it.

Policy Statement

Orana Steiner School complies with the requirements of the *Privacy Act* and the 13 Australian Privacy Principles, as well as the requirements of the, Health Records (Privacy and Access) Act (ACT) (the Health Privacy Principles).

Definitions

Personal information means information or an opinion, whether true or not, about an identified individual or an individual who is reasonably identifiable.

Personal health information means any personal information relating to the health, an illness or a disability of an individual.

Implementation

Please refer to the Orana Steiner School privacy procedures for information relating to the following:

- who we collect information from;
- the types of personal information collected and held by us;
- how this information is collected and held;
- the purposes for which your personal information is collected, held, used and disclosed;
- how you can gain access to your personal information and seek its correction;
- how you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- whether we are likely to disclose your personal information to any overseas recipients.

Evaluation and review

- Minor review conducted annually.
- Major review on a recurrent basis as deemed necessary by Principal and School Board.

References

Privacy Procedures

This policy was ratified by school board on 26 February 2018.