Privacy Policy

Classification: Operational

GRACE
CHRISTIAN SCHOOL

22 Vittoria Road BUNBURY WA 6230
P O Box 7 BUNBURY WA 6231

T. 08 9726 4200
E. admin@grace.wa.edu.au

www.grace.wa.edu.au

#gracechristianschoolwa

Review and Responsibility

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Version History

Version	Date	Notes
V1	22/03/2010	Policy Accepted
V2	24/06/2024	Reviewed and updated by the Principal
V3	25/06/2026	Reviewed and updated by the Principal

1. Policy Rationale

Grace Christian School is committed to protecting the privacy of personal information it collects, stores, uses, and discloses. The school will manage personal information in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and applicable Western Australian legislation, including the State Records Act 2000 (WA).

2. Scope

This policy applies to all personal information collected by Grace Christian School in Australia, including information relating to students, parents/guardians/caregivers, staff, volunteers, contractors, and other members of the school community.

3. Collection of Personal Information

The school will only collect personal information that is reasonably necessary for, or directly related to, its educational, administrative, pastoral care, and legal functions.

The school will, where practicable, inform individuals at or before the time of collection about:

- the purpose of collection;
- how the information will be used;
- to whom it may be disclosed.

Personal information will be collected by lawful and fair means and may be collected through enrolment forms, correspondence, interviews, learning systems, and other school-related interactions.

4. Use and Disclosure of Personal Information

Personal information will only be used or disclosed for:

- the primary purpose for which it was collected; or
- a directly related secondary purpose that would reasonably be expected; or
- where consent has been provided; or
- where required or authorised by law.

This may include disclosure to:

- government departments and regulatory authorities;
- education support services;
- contracted service providers engaged by the school (including IT systems, learning platforms, and canteen services);
- medical or emergency services where necessary for student safety.

The school will take reasonable steps to ensure third-party providers handle personal information in accordance with privacy obligations.

5. Sensitive Information

Sensitive information includes information relating to a person's:

- racial or ethnic origin;
- political opinions;
- religious beliefs or affiliations;
- membership of professional or trade associations or unions;
- criminal record;
- health information;
- sexual orientation.

Sensitive information will only be collected where reasonably necessary and will be used or disclosed only:

- for the purpose for which it was provided;
- for a directly related purpose the individual would reasonably expect;
- with consent, or
- where required or authorised by law.

6. Data Security and Protection

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

These steps may include:

- secure digital storage systems and access controls;
- password protection and role-based access;
- encryption where appropriate;
- secure physical storage of hard copy records;
- staff training on privacy and confidentiality;
- regular review of data security practices.

7. Staff Responsibilities

All staff, volunteers, and contractors are required to respect and maintain the confidentiality of personal information. This obligation applies during and after employment or engagement with the school.

Staff must not access, use, or disclose personal information except in the performance of their duties.

8. Storage, Retention, and Disposal

Personal information will be stored securely and retained only for as long as necessary for school operations and legal obligations.

Retention and disposal of records will be managed in accordance with:

- the School's Records Retention and Disposal Schedule;
- the State Records Act 2000 (WA);
- any applicable legal or regulatory requirements.

When no longer required, personal information will be securely destroyed or permanently de-identified.

9. Access and Correction

Individuals have the right to request access to personal information held by the school and request corrections if the information is inaccurate, incomplete, or out of date.

Requests should be made to the school in writing.

In most cases:

- requests relating to students will be managed through parents/guardians/caregivers;
- mature students may request access directly, subject to legal considerations.

The school may refuse access where:

- providing access would pose a serious threat to health or safety;
- it would unreasonably impact the privacy of others;
- it would interfere with child safety or child protection processes;
- it is required or permitted by law.