



Ratified: Term 3, 2014
To be reviewed: Term 3, 2016

Privacy Policy

Purpose

Healesville Primary School is committed to ensuring the privacy of its students, families and staff.

The purpose of this document is to inform the school community about the personal information management policies and to meet our obligations under the National Privacy Principles in the Privacy Act 2014.

To this extent that we are required by law to obtain consent for any of the activities listed below, when disclosing personal information to Healesville Primary School (HPS), using any of HPS services or using HPS web site, you consent to the collection, use and disclosure of personal information on the terms contained in this policy statement.

Guidelines

Information we collect

In general, the type of personal information we may collect and hold includes:

- name
- addresses (including e-mail addresses)
- other contact details (including mobile numbers)
- Details regarding access to technology
- Preferences in the information you receive (grade specific)

How we collection information

HPS may collect this information from a number of sources including:

- Submission of information on TiqBiz/ SMS form (for electronic communication)
- Register your details with us (such as on our website)
- Submission of enrolment forms
- Directly from you

How we use the information we collect

HPS may collect information as to provide you with up-to-date information about events and activities, as well as advice of relevant information about school activities, rescheduling or delays, reminders of important dates or meetings and emergency alerts such as in the case of bushfire alerts.

HPS not disclose your information to third parties outside of the school. Promoters or sponsors who provide funding to support these communication services do not have access to this information.

HPS take every reasonable precaution to ensure that personal information is secure and protected from misuse, loss, unauthorised access, modification or disclosure.

If at any time you believe the personal information we hold is not accurate, complete or up-to-date, please let us know and we will take reasonable steps to correct it.

If you would like to opt out of receiving messages or notifications, please notify the office on 59 62 4053.

If you would like to know more about how we handle personal information or update, delete or access personal information please contact our Privacy Officer, Sandra Rowe on:

Phone: 59 62 4053

Address: View Street, Healesville, 3777