

Privacy Policy



BUILDING OUR FUTURE

WEMBLEY
Primary School

The purpose of this Privacy Policy is to clarify how Wembley Primary School (WPS) manages and protects your privacy by complying with its obligations in the Privacy Act 1988 (Commonwealth) and the 13 Australian Privacy Principles. Information on Australian privacy law can be found on the website of the Office of the Australian Information Commissioner.

What is personal information?

Personal information in this Privacy Policy has the same meaning as in subsection 6(1) of the Privacy Act:

“ information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.”

In this Privacy Policy, ‘you’ or ‘your’ refers to the individual reading this Privacy Policy or those people whose personal information WPS collects, uses and discloses in accordance with this Privacy Policy.

This includes both students, staff and parents/caregivers.

Collection of personal information

Generated by parents, caregivers, staff and visitors

The personal information that WPS collects may include (but not limited to) your name, physical and postal address, email address, telephone number, as well as other personal documentation necessary for enrolment, employment and the use of school related payment systems.

WPS collects personal information from you or your authorised representatives, when you:

- › complete attendance registration
- › complete medical forms
- › make an enquiry or contact the school
- › sign up to receive information
- › apply for or accept employment or
- › when you offer to provide services to WPS.

WPS only collects personal information where that information is necessary for any of the following primary purposes:

- › fulfilling WPS’s role to support delivery of education
- › recruiting staff and engaging contractors
- › engaging contractors.

Log Information (browsing)

When you visit the school website, the WPS server makes a record of your visit and logs information such as your server address, your top level domain name, the time and date of your visit to the website, the pages and documents you have accessed or viewed, browser type and language, and one or more cookies that may uniquely identify your browser. The website is encrypted to protect your information.

Generated by students

In general, WPS collects personal information directly from enrolled students when engaging in educational activities at school and via online homework programs.

WPS collects personal information from enrolled students when they:

- › log into educational websites and apps as listed in the Third Party Consent Forms ([K- Year 2](#)) and ([Year 3-6](#))
- › log into Department of Education WA portal using their student email address.

In general, WPS collects personal information about you directly from you or from your authorised representative.

Storage and Security of Personal Information

Wembley Primary School stores personal information in a variety of formats including, but not limited to:

- > databases
- > hard copy files
- > personal devices, including school managed iPads and laptop computers
- > third party storage providers.



Wembley Primary School takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

These steps include, but are not limited to:

- > restricting access and user privilege of information by staff depending on their role and responsibilities using the Department of Education DAM system (DOE Account Manager).
- > ensuring staff do not share personal passwords.
- > ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Staff access is subject to user privilege.
- > ensuring access to Wembley Primary School's physical premises is secured through strict protocols for locking the premises and setting alarms.
- > implementing physical security measures around the school buildings and grounds to prevent break-ins.
- > ensuring our cyber security systems, policies and procedures are implemented and up to date using our school IT integrator
- > ensuring staff comply with internal policies and procedures when handling the information.
- > abiding by the due diligence undertaken by the Department of Education WA's Third Party Services team with respect to third party service providers and the consent level assigned by the risk assessment process. Third Party Service providers may have access to personal information as consented to by parents/carers.
- > the destruction, deletion or de-identification of personal information we hold that is no longer needed or required to be retained by any other laws.
- > the State Records Act 2000 mandates that student files are classified as 'significant records' and must be filed and kept for 25 years from the student's date of birth. These files are held on-site for the duration of the child's time at the school. The files are then transferred to a central location and are managed securely by the School Archival Service.
- > a protocol is in place for all personal and sensitive information (proof of residence, immunisation record and birth certificate) sent to Wembley Primary School required for enrolment purposes under the Department of Education Enrolment Policy are to be printed and filed securely for the duration of the child's enrolment at the school before being transferred off-site to the School Archival service. The electronic record will be deleted within two working days.
- > there are currently two state government disposal freezes in place for: records that relate to children (from the Royal Commission into Institutional Response to Child Sexual Abuse) and records that relate to children with a disability (from the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability). These files will be kept securely by the State Archival Service for schools.

Use or Disclosure of your Personal Information

Personal information will:

- › only be used for the stated purpose for which it was provided; and
- › not be disclosed to a third party without your consent unless otherwise authorised or required by law or to prevent or lessen a serious and imminent threat to your life or health or that of another person.

Access to your Information

You can request access to the personal information that the School holds about you by contacting the School's Privacy Officer as set out below.

We will provide you with access to your personal information unless we are legally authorised to refuse your request.

If you wish to change personal information that is out of date or inaccurate at any time please contact the school office. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date. If you wish to have your personal information deleted, please let us know and we will delete that information wherever practicable.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

Changes to this Privacy Policy

The School may amend this Privacy Policy according to our policy review schedule.

The current version will be available on our website at <http://www.wembleyps.wa.edu.au>.

We suggest that you visit our website regularly to keep up to date with any changes.

Contacting Us

If you would like any further information, or have any queries, problems or complaints relating to the School's Privacy Policy or our information handling practices in general, please contact our Privacy Officer by writing to:

Privacy Officer
Wembley Primary School
41 Grantham St
Wembley, 6014
Western Australia





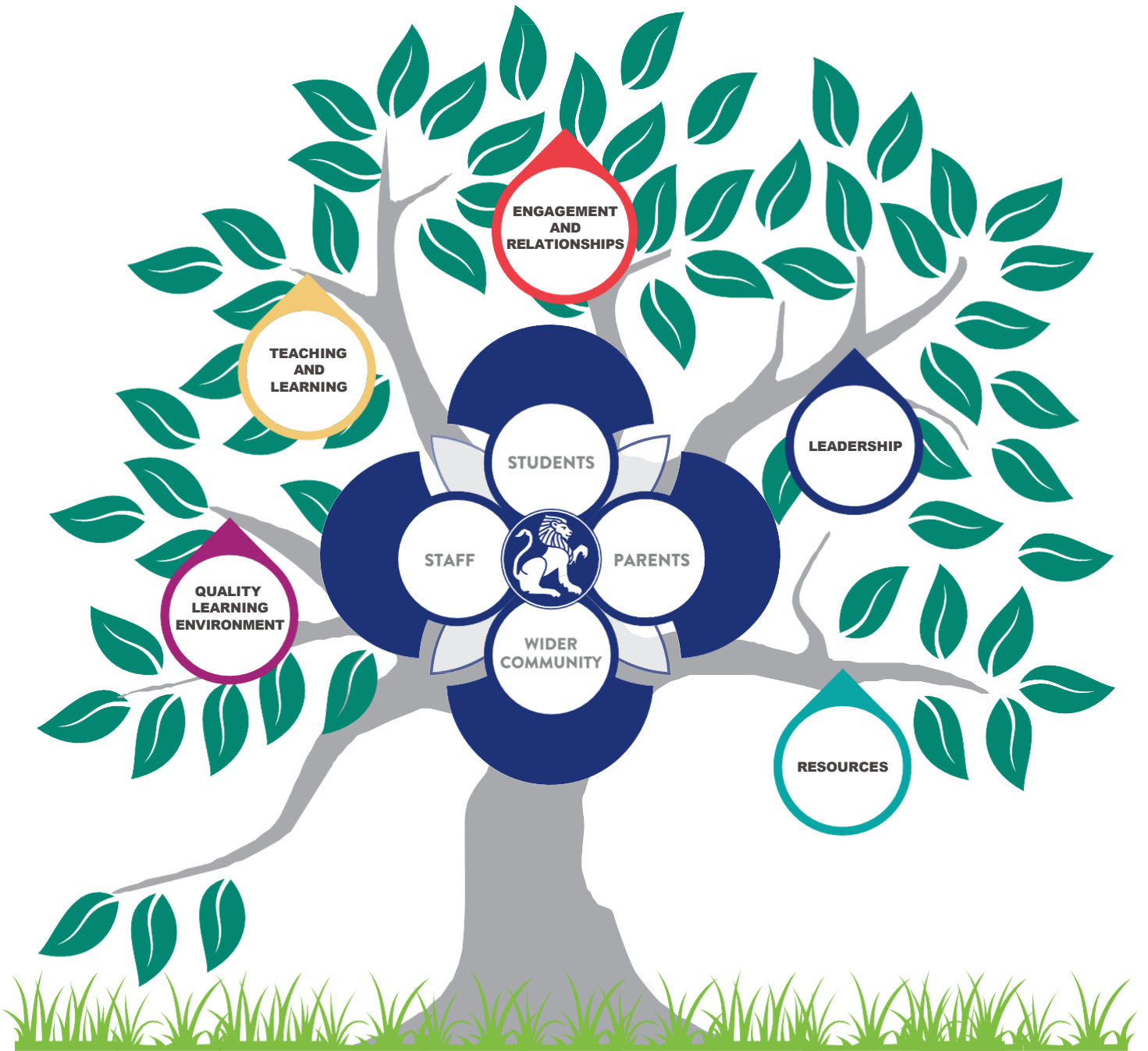
Our Culture

is our responsibility

Collaborate

Connect

Communicate



Together we contribute to a dynamic environment that is underpinned by a strong set of values:

courtesy courage respect service

C A R E S

accountability empathy equity

Community Opportunity Excellence



BUILDING OUR FUTURE

WEMBLEY
Primary School