



# CHRYSALIS STEINER SCHOOL

educating the whole child

## PRIVACY POLICY AND COLLECTION NOTICE

1. Chrysalis School for Rudolf Steiner Education (or the School) collects personal information, including information classified as "sensitive" under the *Privacy Act*, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and to meet Government reporting requirements.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the *National Privacy Principles* under the *Privacy Act*. We ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports and other coaches, volunteers and counselors.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the *Education Act* or child protection legislation.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. On occasions information such as student activities such as music concerts or plays and other news is published in School publications, including without limitation, newsletters and magazines and may be published on our website if appropriate. This includes names and photographs of students and of their work. Photographs of students and their work may also be used for marketing, educational and promotional purposes.
10. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. We may include your contact details in a class list. If you do not agree to this you must advise us now.
13. From time-to-time the School has auxiliary bodies of parents such as the Parents and Friends Association and others. We disclose names and addresses of parents/guardians to the Committees of such bodies, which play a valuable part in the life of the School. If you do not want us to do this, please contact the Office. Not allowing such information to be provided to such bodies may affect your ability to take part in the life of the School.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
15. Any parent/guardian student or other person concerned about any aspect of this notice should contact the Managers.