



# HFS Personal Information Policy - Students

Drafted 6/1/2015

1. HFS gathers personal information on students for a range of reasons
  - a) Contact and Emergency contact information
  - b) Enrolment eligibility and suitability
  - c) Medical safety and Cultural or Religious preferences
  - d) Student learning and behaviour information to track needs and progress
  - e) Records of concerns and complaints
2. This student information is used to:
  - a) Contact parents
  - b) Determine legal enrolment and suitability for enrolment
  - c) Ensure student medical safety and cultural/theological sensitivity
  - d) Monitor and evaluate learning & behaviour
  - e) Investigate and record complaints
3. Personal student information held by HFS may include:
  - a) Current address & emergency contact information
  - b) Copies of passports, alien cards, immigration, travel or visa details:- including those for family members
  - c) Medical information
  - d) Behaviour and incident records
  - e) School assessments, notes and reports
  - f) Details of complaints received from the student's family or about the student and related investigation notes or reports
  - g) Photographs of students learning and participating in school activities
4. Parents have a responsibility to keep the school office and class teachers updated with current contact and emergency information every time there is a change in family/student circumstances.
5. Students (and their parents) may review their academic record with class teachers by request at any time.
6. Non-academic student records may be viewed by request to the School Principal.
7. Parents may present a case for non-academic items in their child's school records to be altered or removed. The final decision regarding any child's records content will be made by the School Principal and the reasons for or against requested changes will be provided to the family in writing.
8. Different types of students' personal information are retained as follows:
  - a) Deliberate identified student record files; hard-copy and electronic, are kept for up to 2 years following student departure (i.e. enrolment documents, school reports, behaviour records...)
  - b) Individual items pertaining to students that have been communicated electronically (e.g. emails, test data...) may be present and retrievable in school systems indefinitely
  - c) Photographs of students learning and participating in school activities may become part of school archives and kept indefinitely
  - d) Collated versions of individual student achievement data is kept indefinitely to record and demonstrate changes in school performance over time
9. School staff members are not permitted to use personal information held on students for any reason other than those provided in point (2) above under the guidance of the School Principal.
10. The School Principal is deemed to be the School Privacy Officer and carries the responsibility for ensuring the spirit and actions of this policy are adhered to.
11. This policy is reviewed annually as part of the ongoing cycle of policy review