

POLICY STATEMENT

Alexanders Private School collects and uses personal information about staff, students, parents or carers and other individuals who come into contact with the school. This information is gathered in order to enable us to provide the best education we can to our learners. In addition, there may be a legal requirement to collect and use information to ensure that the school complies with its statutory obligations such as our human resource obligations and financial/accounting obligations

The Data Protection Policy is intended to ensure that personal information is dealt with correctly and securely and in accordance our legal obligations. It will apply to information regardless of the way it is collected, used, recorded, stored and destroyed, and irrespective of whether it is held in paper files or electronically.

Alexanders Private School is committed to maintaining the above principles at all times.

Therefore the school will:

- Inform individuals why personal information is being collected;
- Inform individuals when their personal information is shared, why and with whom;
- Share information with others only when it is legally appropriate to do so;
- Check the quality and the accuracy of the information it holds on a regular basis;
- Ensure that information is not retained for longer than is legally necessary;
- Ensure that when obsolete information is destroyed that it is done so securely;
- Ensure that clear and robust safeguards are in place to protect personal information from loss, theft and unauthorised disclosure, irrespective of the format in which it is recorded; and
- Ensure our staff are aware of and understand the school's policies and procedures

All staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities and will be encouraged to adhere to these guidelines.

SCOPE OF THE POLICY

This policy applies to all employees of Alexanders Private School involved with the collection, processing and disclosure of personal data.

GUIDING PRINCIPALS

This policy is in addition to the school's other policies including the APS Complaints Policy and the APS Code of Conduct.

PERSONAL INFORMATION

Personal information or data is defined as data which relates to a living individual who can be identified from that data, or any other information held.

COMPLAINTS

Complaints regarding the storage, handling or destruction of personal data will be dealt with in accordance with the alexanders Privates School's complaints policy.

REVIEW

The Principal has day-to-day operational responsibility for this policy, and must ensure that all staff involved with the collection, processing and disclosure of personal data will be aware of their duties and responsibilities and receive regular and appropriate training.

This policy will be subject to review in line with best practice and may be amended.

UPDATED: 29 MAY 2020

CREATED BY: LOUISE OOSTHUIZEN (PRINCIPAL)

REVIEWED BY: BOARD OF DIRECTORS