



Coomera Springs State School Policies and Procedures

Privacy Policy

- Our school must comply with Education Queensland's Privacy Plan (which in turn, must comply with Government Information Standard 42).
- For all information collected, there must be a direct lawful purpose.
- All information collected must be safeguarded. Access, use and disclosure of client information is on a needs only basis. "Browsing" is unacceptable.
- Where information is collected, those whom it concerns must be made aware of the records existence and nature.
- All records, including alterations, should be signed and dated. Information should be accurate, up to date and complete.
- Third party information should only be released with the consent of that person.
- Protocols exist for sharing of information between EQ and other government agencies (eg Police, Health, Transport, Families etc).
- Only release the photographs of students publicly with signed parental approval (check with the office).
- Ensure students work on the Internet, website and newsletter use first name only.
- Please see the Principal for further information on Privacy issues if / when they arise.
- Staff must keep student /family information confidential; only sharing relevant information with those with a right to know (parents / Administration).
- The school data base records any relevant Custody data on students. Please check, where appropriate before releasing information to separated / divorced parents.