



Wahroonga Preparatory School

School's Privacy Policy

You have the right to check what personal information the School holds about you.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older age pupils may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the School Principal in writing. The School may require you to verify your identity and specify what information you require.

Consent and rights of access to the personal information of pupils.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by the School about them to their child by contacting the School Principal. However there may be occasions when access is denied. Such occasions will include where release of information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/ or the pupil's personal circumstances so warranted.

Enquiries

If you would like further information about the way the School manages the personal information it holds, please contact the School Principal.