

Caravonica State School



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Principal: Elaine Elms

Dear Parents/Guardians

To enable Education Queensland to provide education services to students, the Department collects personal information from students, parents and guardians and other third parties.

Education Queensland recognises that an essential part of the school family relationship is the responsibility to protect the personal information entrusted and ensure that its use and disclosure is carried out in an ethical and lawful way.

Currently, Education Queensland is implementing Information Standard 42 *Information Privacy*, to ensure greater care and respect in the way in which Education Queensland and its officers collect and manage personal information and make it available to parents, students, school staff and other agencies. The attached flyer is provided for your information.

Over time you will notice changes to some of the forms you may be asked to complete, e.g. during the enrolment process, or on the various activity parental permission slips. Each form will be limited to collecting personal information directly related to the function or activity of the school. In some instances some forms will be stamped with a disclosure notice, which advises you of persons or agencies which may have access to the personal information you provided.

In addition to the appropriate collection of information, Information Standard 42 addresses the need for Education Queensland and employees having responsibility for record keeping, to store personal information securely, to use it appropriately and to take reasonable steps to ensure the record is accurate.

The third part of Information Standard 42 addresses the rights of individuals to access records which contain personal information and the extent that the record keeper is required or authorised to allow, limit or refuse access under the applicable provisions of law. Generally the Principal of a school, on written request, will provide you with administrative access to your personal information or advise you when an application under *Freedom of Information Act 1992* is required.

The new Information Standard is being implemented by Education Queensland to ensure that confidential information is not misused and that you and your family are aware of:

- < personal information held by the department and its agencies
- < the disclosure and use of this information by other departments and agencies
- < your rights to access your personal information

For a more detailed explanation of Information Standard 42- *Information Privacy*, please visit the website at: <http://www.iie.qld.gov.au/informationstandards>

Or

Eqpwcev" Gfwecvqp" Swggpucpfu" Rtkxce{" Eqpwcev" QHkgt" qp" vgrjrjqp" 54590546 or email InformationPrivacy@qed.qld.gov.au

Yours sincerely

ELAINE ELMS
PRINCIPAL