

WRITE ON SCHOOL FOR YOUNG WRITERS PRIVACY OF INFORMATION POLICY

Write On is committed to maintaining health and safety of all its students, employees and volunteers. In order to achieve this, it is necessary for us to collect certain personal information such as emergency phone numbers and notes on relevant health matters.

Purpose of this Policy: To ensure that Write On School for Young Writers is cognisant of privacy concerns and takes measures to ensure the information they collect is used only for the purpose it was given

Storage and disposal of private contact details and health information

Private contact details and health information for students, employees and volunteers are stored on our Leadership Folder in Google drive and accessible by password only to the Director and the Chairperson.

Printed lists of phone numbers and health information for Saturday students is stored in a folder in a locked cupboard. This is required for our health and safety policy. These lists will be shredded at the end of each term.

Printed lists of phone numbers and health information are used for Master classes and holiday programmes and in the keeping of the supervisor of these programmes. These lists will be shredded at the end of each class.

Information stored on Xero, including staff details and bank accounts, emails etc. are password protected and access limited to Treasurer, Director and Administration staff.

Emails

All emails to parents/ school groups/ event participants etc will use BCC

Use of stored information

Contact phone numbers will only be used in emergency situations including late pickup.

Contact emails will only be used to pass on information and correspondence associated with school business.

Health information will only be shared with those who need to know such as class tutor or supervisor of events.

The staff at Write On School for Young Writers will not pass on contact details such as phone numbers or email addresses to third parties without prior approval.

Policy Release: February 2021

Next Schedule Review: February 2024

Chairperson: *Margaret Wilson Boyle 4.2.2021*