



SEBASTOPOL  
COLLEGE

# ACCESS to INFORMATION POLICY

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## **Rationale:**

Our College has a responsibility to ensure that information in its possession is managed in a manner that balances open and transparent communication with issues of privacy and confidentiality.

## **Aims:**

To ensure that information is provided to those who have a right to access it, and to those people only.

## **Implementation:**

- Our College has a policy of open and cooperative communication.
- This practice however does not mean we will allow people, organisations or agencies access to confidential or private information to which they have no right.
- Parents or legally recognised caregivers will be provided with information relating to their children, including progress reports, student records, parent-teacher interviews and regular weekly newsletters.
- Separated or divorced parents will be provided with all information that other parents access, if required, unless Court Orders or similar legal documents inhibiting this practice are provided to the Principal.
- Generally, requests from individuals or organisations seeking information about specific students or parents will be refused. Exceptions may be made by the Principal for requests from agencies such as the Dept of Human Services, or the police etc.
- Administration staff or teachers will not provide information regarding students in response to incoming telephone calls. Such requests will be transferred to the Principal.
- Confidential student and staff records will all be stored in accordance with the College Records Management Policy.
- The Freedom of Information Act 1982 provides members of the public with the right to access documents held at College (with the exception of exempt documents), and the amendment of personal information held on those files where the information is inaccurate, incomplete, out of date or would give a misleading impression.
- Any person seeking information from the College that falls outside the College's previous practices will be required by the Principal to make a formal written Freedom of Information request.
- All Freedom of Information requests will be referred to the Department of Education and Training's Freedom of Information Unit.
- The School Council President will be informed of any FoI requests to the College.
- In accordance with DET Policy staff members will have access to their file upon request to the Principal. Access will be supervised and at a time agreed by the Principal.
- Files will be managed in accordance with DET Operating Procedures. *Refer SOF Reference Guide 6.23.*
- The College Council will set a fee pro the cost of providing

## **Evaluation:**

This policy will be reviewed as part of the school three-year review cycle.

This policy was last ratified by School Council in....

February 2007