



Data and Information Management Policy

January 2018

Summary

This information applies to Beit Shalom Hebrew Language School

Table 1: Document Details

Policy Number	BS20
Related Policies	Enrolment Policy Child Protection and Child Safe Environments Medication, Accident and First Aid Policy Excursions and Incursions Policy Behaviour Management Policy
Version	1.1
Created by	Ethnic Schools Policy Officer: Kate Quane
Reviewed by	Beit Shalom Board of Management; Ali Dwyer
Applies to	Beit Shalom Hebrew Language School
Key Words	Records; student data; privacy; security; confidentiality; roll-books; retention schedule; general disposal schedule.
Status	Approved
Approved By Executive	Beit Shalom Board of Management
Approval Date	5 February 2018
Review Date	February 2019

Table 2: Revision Record

Date	Version	Revision Description
November 2016	1	New policy developed
January 2018	1.1	Policy revised and adapted for use by Beit Shalom Hebrew Language School



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Introduction

Beit Shalom Hebrew Language School collects data from students and families to assist in enrolling students at the school, and to ascertain student medical issues, and family details in the case of an emergency. Data is also generated by the school for the purpose of grading and reporting and analysis of student achievement. **Beit Shalom Hebrew Language School** recognises effective and efficient management of records will ensure that the school complies with its legal and regulatory obligations. School records provide evidence for demonstrating performance, accountability and for protecting the legal rights and interest of the school.

This policy has been developed to ensure that records and data are used appropriately to support quality education outcomes for all students at **Beit Shalom Hebrew Language School**. This policy is based on the DECD Information Management Policy – Privacy and Confidentiality, DECD Data Protocols: Student Information, South Australia Government Information Privacy Principles and General Disposal Schedule from State Records South Australia.

Definitions

Record: written, graphical or pictorial matter, a disk, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

Data: number, characters, images or other methods of recording, in a form which can be accessed by a human or especially input into a computer, stored, and processed there, or transmitted on to another processing site. Data on its own usually has no meaning; only when interpreted by some kind of data processing system does it take on meaning and become information

Educator: someone who works directly with students in a school.

Information: is created from the collection, analysis, display and summary of data.

Policy

In providing quality education outcomes for students at **Beit Shalom Hebrew Language School** educators have a responsibility to use their professional judgement to:

- determine the progress and achievement of learners
- monitor the achievement of individuals and groups of learners
- monitor the effectiveness of their own educational programs, teaching approaches, strategies for assessing and record keeping
- provide learners and their families with information about learner progress, and
- review the curriculum for renewal and improvement;

This will involve the collection of data and in turn the analysis and summary of data. Student records may be kept as a record and retained to provide evidence of the school's activities and aid in the development of **Beit Shalom Hebrew Language School's** educational program and curriculum. Information regarding to the school program, activities and curriculum may contain general information and may not be deemed sensitive. Documents created within the school pertaining to the school's activities and programs may be reviewed and any



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refinements to these documents will be kept. **Beit Shalom Hebrew Language School** will not keep records of drafts, revisions or documents that are no longer relevant to the school's educational programs and/or activities.

Information that is of a personal nature must be handled with care. **Beit Shalom Hebrew Language School** has outlined set procedures for dealing with personal information.

Personal Information

The following protocols have been established by **Beit Shalom Hebrew Language School** to ensure appropriate safe guards have been implemented around the accessibility, security, privacy and integrity of any data that is collected by the school.

Personal Information and Privacy

In accordance with the South Australian Information Privacy Principles **Beit Shalom Hebrew Language School** will ensure the following when collecting personal information about a member of the school community:

- Personal information will not be collected by unlawful or unfair means or collected unnecessary.
- The purpose for which the information is being collected is conveyed to the relevant people providing the information and how the information obtained will be used and disclosed to other members of the school.
- The school will not collect data that is excessively personal or irrelevant.
- Any incomplete forms submitted by parents and/or students will be returned to ensure data collected is up-to-date, accurate and complete.
- Personal information will not be used except for the purpose to which it is relevant;

Beit Shalom Hebrew Language School will take measures to ensure that personal information in its possessions or under its control is securely stored and is not misused. An individual (student/parent/guardian) may have access to any personal information that is collected by the school pertaining to the individual in accordance with the Freedom of Information Act 1991.

Personal information collected by **Beit Shalom Hebrew Language School** may be passed on or disclosed to other agencies including but not limited to the following

- The Ethnic Schools Association of South Australia (ESASA),
- The Department of Education and Child Development (DECD),
- Department of Child Protection Offices and
- The Office of Non-Government Schools.

Personal Information may also be passed on if the use is required by or under law, including but not limited to criminal law, unlawful activity, illegal conduct or serious misconduct.

Beit Shalom Hebrew Language School will not disclose personal information about an individual to a third person that is not for the purpose(s) outlined above without prior consent.

Security

Beit Shalom Hebrew Language School has implemented the following controls to ensure that data is stored securely and are accessed appropriately:



- All personal information (e.g. student enrolment forms, medical advice forms, teacher forms) will be kept in a lockable filing cabinet which is locked when the room is unattended.
- Personal information kept electronically will be adequately password protected.
- Information displayed on a computer will not be left unattended. Computers that are left while there is work in progress will be locked or logged off.
- Hard-copies of sensitive or personal information will not be left on desks when the desk is unattended
- Where possible, sensitive personal information should not be sent by e-mail.
- If files need to be taken off the premises (e.g. examinations, assessment items, and student work) they should be secured in the boot of a car or in a lockable container.
- All information stored on a computer will be backed up regularly and the back-up stored securely and if possible off-site.
- Information contained in email or fax should be filed into the appropriate electronic or manual filing system.

Integrity

Beit Shalom Hebrew Language School has developed the following procedures to ensure data is current, accurate, valid, reliable, and is recorded and reported accurately.

- Student enrolment forms will be completed annually to ensure correct, valid and up-to-date information regarding contact methods, emergency contacts, medical issues and family court orders.
- Incomplete forms (enrolment forms, medical forms, consent forms, student code of conduct or any other forms) will be photocopied and then returned to the family to complete to ensure information provided to the school is accurate and reliable.
- The school may ask families to confirm information is accurate, current and valid throughout the year if they have been made aware of changes to personal circumstances or if the school deems necessary.

Responsibilities

It is the responsibility of the Principal to:

- Maintain records and record keeping systems in accordance with the regulatory environment.
- Provide guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way.
- Monitor compliance with this policy by checking records are stored securely and can be accessed appropriately.
- Limit access to the electronic and manual storage of data to appropriately authorised personnel, through the provisions and application of secure technology/infrastructure.
- Dispose or destroy information in accordance with the retention schedule.

It is the responsibility of all staff to:

- Ensure that all roll-books are accurate, and maintained with student attendance.
- Ensure that all records for which they are responsible for are accurate, maintained and securely stored.



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- Any record that is no longer required is disposed of in accordance with the retention schedule.
- Ensure confidentiality of personal information by not passing of personal information to a third party unless required by law.



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