



**Wembley**  
Primary School

### **School Council Confidential Statement**

As a school councillor you may occasionally access personal information of students, staff, and others in the school community. There are legislative requirements that prescribe how an individual's personal information can be collected, used and disclosed, stored and accessed. Personal information includes health information.

Personal Information is any information that identifies an individual; it may be student enrolment information, student health information or parent information. For example, school councillors may receive the personal information of applicants to the principal class or view contractor's personal details. Schools, and school councils, have a responsibility to ensure the personal information they possess is used for the purposes it was collected and is adequately secured.

#### **What do I need to do as a school councillor?**

- Ensure you have only that personal information required to undertake your role as a school councillor.
- Don't disclose any personal information that you may have accessed in your role as a school councillor.
- Ensure that personal data is appropriately secured, particularly if it is taken off the school premises, e.g. material emailed to you.
- Don't disclose any information regarding the discussion of sensitive issues at meetings.

If in doubt about the handling of personal and sensitive information, seek advice from the principal.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_