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| Review Date: | February 2021 |
| Authorised by: | Principal |
| Contacts: | Principal |
| Locations: | School Website Intranet – Staff & Parents |

REQUESTS FOR STUDENT INFORMATION GUIDELINES

1. RATIONALE

- To ensure that privacy of students is not breached when releasing student information.

The purpose of these guidelines is to:

- Give clear parameters consistent with the PMSA Privacy Policy which must be satisfied, prior to releasing any student information.

2. SCOPE

This policy relates to the records of all students (past and present) of Somerville House. It also applies to the records related to prospective students whose enrolment applications are in train.

3. GUIDELINES

- 3.1 A student (who is an adult) requesting her own record must provide a signed, written request and proper identification.
- 3.2 If a student is a minor, the request must be made in writing and signed by the student's parent or legal guardian and must include proper identification of the student.
- 3.3 If a third party requests information regarding a student, the third party must:
 - 3.3.1 provide signed, written consent and proper identification from the student in question, unless the student is a minor in which case signed, written consent and proper identification must be provided by the parent or legal guardian of the student.
 - 3.3.2 provide proper identification of the third party and a signed, written request for the information by the third party
- 3.4 Deceased Students - Approval to release student information of a deceased student is at the sole discretion of the Principal, but before the Principal exercises that discretion:
 - 3.4.1 Where a deceased student has left a Will, a request for information relating to a deceased student must be provided together with signed written authority from the student's Executor. This requires a copy of the student's Will (to establish the identity of the Executor), proper personal identification of the executor and a copy of the student's death certificate.
 - 3.4.2 Where a deceased student has left no Will, a request for information must be provided by the Administrator of the Student's estate together with a copy of the Letters of Administration issued by the Supreme Court appointing the Administrator. The Administrator must provide proper personal identification and a statement signed by the Administrator as to the purpose to which the student information will be put.

4. REFERENCES

- 4.1 References to other Policy
- PMSA Privacy Policy
- 4.2 Legislative and other References
- *Nil*

5. RESPONSIBILITIES

Principal

- Oversight of compliance matters.

Archivist

- To follow guidelines in Section 3, in the event that a request is made to access individual student records.

6. REPORTING REQUIREMENTS – Guidelines for Staff

- 6.1 *Nil*

7. DEFINITIONS

Proper Identification – Driver's Licence, Passport or Birth Certificate. Where a name is different to that on a Driver's Licence, Passport or Birth Certificate, a Marriage Certificate or official Change of Name document is also required.

Adult – a person who has reached the age of eighteen years.

Minor – a person who has not reached the age of eighteen years.

Student - a past student of Somerville House, a current student of Somerville House or a prospective student of Somerville House whose enrolment application is in train.

8. ATTACHMENTS

Nil

| Version Control Table | | | |
|-----------------------|----------------|-------------|---------------------|
| Version Control | Date Effective | Approved By | Amendment |
| 1 | March 2020 | Principal | New document |
| 2 | February 2021 | Principal | Grammatical updates |