



Volunteer Confidentiality Agreement

The purpose of this agreement is to communicate expectations regarding confidential information. It is intended for all Volunteers operating within the school.

Volunteers are not to use their position at the school as a means to gain access to personal information about staff, students or school families.

Concerns or information about a student's progress are only to be discussed with the class teacher. Volunteers are not to disclose any concerns or information regarding student progress or welfare with parents/carers or other members of the school community. Teachers are responsible for student discipline. Volunteers are to refer discipline concerns to the class teacher. Volunteers are not to disclose any information regarding disciplinary actions to parents/carers or other members of the school community.

Volunteers must disclose any concerns about child protection to the Head of School, in accordance with the *Child Protection Policy* (refer –to *Child Protection Policy – Section B on the School's website*).

Volunteers are not to discuss the teaching style or classroom management practices of a teacher with parents/carers or other members of the school community. Any concerns are to be raised with the teacher or a member of the Executive (excluding child protection issues).

Volunteer Collection Notice

The School is bound by the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the New South Wales Health Privacy Principles which are contained in the *Health Records and Information Privacy Act 2002* (Health Records Act).

The School obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable the School and the volunteers to work together.

Volunteer Collection Notice

1. In applying for this position you will be providing St Peter's Anglican Primary School with personal information. Our contact details are as follows:
Address: 5 Howe Street
CAMPBELLTOWN NSW 2560
Email Address: administration@stpeters.nsw.edu.au
Phone Number: (02) 4627 2990
2. You agree that we will store your personal information for example your name, address, WWCC details.
3. We will not disclose your information to a third party without your consent.
4. We are required to collect information under Child Protection Laws.
5. The School's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
6. The School may store personal information in the "cloud" which may mean that it resides on services which are situated outside Australia.