



PRIVACY POLICY

Document information	
Responsible officer	Assistant Executive Director, Examination, Certification and Testing
Endorsed	7 April 2026
Reviewed	
Next review date	6 April 2027
CM number	2024/84470[v2]

Acknowledgement of Country

Kaya. The School Curriculum and Standards Authority (the Authority) acknowledges that our offices are on Whadjuk Noongar boodjar and that we deliver our services on the country of many traditional custodians and language groups throughout Western Australia. The Authority acknowledges the traditional custodians throughout Western Australia and their continuing connection to land, waters and community. We offer our respect to Elders past and present.

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School Curriculum and Standards Authority
303 Sevenoaks Street
CANNINGTON WA 6107

Further information please contact:

Telephone: +61 8 9273 6300

Facsimile: +61 8 9264 6301

Email: info@scsa.wa.edu.au

Web: www.scsa.wa.edu.au

Document maintenance

This document is to be reviewed and updated as and when required by changing circumstances, with at least one review to be conducted every 24 months. Apart from minor revisions, all revisions to the procedure must be approved and endorsed by the School Curriculum and Standards Authority Board.

Date	Alteration	Rationale	Responsible Officer
7 April 2026	The new Privacy Policy was endorsed by the School Curriculum and Standards Authority Board on 7 April 2027.	Western Australian privacy laws enforcement: <i>Privacy and Responsible Information Sharing Act 2024</i>	Principal Consultant, Information Governance

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1. Policy statement

The *Privacy Policy* (Policy) sets out the School Curriculum and Standards Authority's (the Authority) commitment to protecting the privacy of personal information it collects, holds, manages, uses, discloses and shares in accordance with relevant legislation and policies in the fulfilment of its functions and activities, as outlined in the [School Curriculum and Standards Authority Act 1997](#) (SCSA Act).

2. Scope

This Policy applies to all employees; that is, individuals employed, appointed or otherwise engaged to work for the Authority.

3. Background

In December 2024, the Western Australian government introduced its first dedicated privacy legislation, known as the [Privacy and Responsible Information Sharing Act](#) (PRIS Act). This law establishes statutory obligations concerning privacy and provides a framework for managing personal information. It introduces eleven (11) [Information Privacy Principles](#) (IPPs) (Schedule 1 of the *PRIS Act*) that set out clear guidelines on how public agencies collect, use, store, and share personal information. The PRIS Act enables agencies to share information only if they adhere to transparent principles concerning risk, decision-making, and openness while complying with their legislative requirements. Furthermore, it ensures that Aboriginal and Torres Strait Islander people are involved when data sharing impacts them and their communities.

The privacy obligations apply to Western Australian public sector entities, as well as their contracted service providers that handle personal information on their behalf.

The Authority is committed to implementing the provisions of the *PRIS Act* by aligning privacy values with its strategic principles of Integrity, Fairness, Equity, Transparency, and Respect.

The intersection of the provisions of the *PRIS Act* and the Authority's strategic principles is shown below.

Strategic principle	Privacy values
	The Authority:
Integrity	<ul style="list-style-type: none">takes reasonable steps to ensure the quality of personal information collected, used, and disclosedhas effective controls and conducts regular audits to prevent information breaches and unauthorised disclosures, strengthening the agency's resilience to cyber threats while managing personal information responsibly
Fairness and Equity	<ul style="list-style-type: none">handles privacy-related requests or complaints with fairness, care and diligenceassists individuals with their right to request access to, and correction of, their personal information

Strategic principle	Privacy values
Transparency	<ul style="list-style-type: none"> • provides a clear and up-to-date privacy policy that is easily accessible • informs individuals on how and for what purpose their personal information is collected, how their data will be used, and with whom it may be shared, ensuring it remains accurate, confidential, and secure (the Authority's service providers are required to do the same) • monitors the agency's privacy compliance and maintains proper records
Respect	<ul style="list-style-type: none"> • respects individuals' privacy rights across all its core functions and activities • collects only necessary personal information.

4. Policy rules

All employees must manage personal information in accordance with this Policy and the supporting *Privacy Policy Principles* (Policy Principles).

Unless otherwise specified, the term 'personal information' refers to personal, sensitive personal and health information for the purposes of this Policy and the Policy Principles.

5. Responsibility for implementation and compliance

All employees are responsible for implementing the Policy.

The Authority's Information Governance team is responsible for compliance monitoring.

6. Key terms

Term	Description
Automated decision-making	<p>A process under which:</p> <ul style="list-style-type: none"> • a decision is made by an automated system without the involvement of any individual, or • the making of a decision is greatly assisted by an automated system.
Health information	<p>Personal information related to an individual's health, illness, disability or injury. This includes an individual's expressed wishes about the future provision of health services or a health service provided or to be provided to an individual. Health information also includes other personal information collected to provide, or in providing, a health service to an individual. Health information may include, but is not limited to:</p> <ul style="list-style-type: none"> • notes of symptoms or diagnosis • specialist reports and test results • prescriptions and other pharmaceutical purchases • dental records • appointment and billing details • information collected in connection with donations or intended donations of organs, body parts or body substances

Term	Description
	<ul style="list-style-type: none"> genetic information that is, or could be, predictive of the health of an individual or a genetic relative of an individual.
Notifiable information breach	<p>A notifiable information breach occurs if:</p> <ul style="list-style-type: none"> there is unauthorised access to, or unauthorised disclosure of, or loss of personal information held by an IPP entity, and a reasonable person would conclude that the access or disclosure of personal information is likely to result in serious harm to any individual to whom the information relates.
Information Governance team	The team consists of employees whose role is to assist the agency in ensuring compliance with privacy laws.
Information Privacy Principles (IPPs)	IPPs are rules and guidelines, detailed in Schedule 1 of the <i>PRIS Act</i> , that establish minimum standards for how the Western Australian public sector should handle personal information.
IPP entity	<p>An entity that is subject to IPPs and includes:</p> <ul style="list-style-type: none"> a Minister a Parliamentary Secretary a public entity a contracted service provider.
Personal information	<p>Information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion and includes:</p> <ul style="list-style-type: none"> a name, date of birth and address a unique identifier, online identifier or pseudonym contact information information that relates to an individual's location technical or behavioural information in relation to an individual's activities, preferences or identity inferred information that relates to an individual, including predictions in relation to an individual's behaviour or preferences and profiles generated from aggregated information information that relates to one or more features specific to the physical, physiological, genetic, mental, behavioural, economic, cultural or social identity of an individual.
Primary purpose	The purpose for which an IPP entity collects personal information is known as the 'primary purpose' of collection.
Privacy by design (PbD)	PbD involves incorporating privacy considerations into the core functions of designing and developing products, services, and systems from the beginning to minimise privacy risks and ensure compliance with privacy regulations.
Privacy Impact Assessment (PIA)	PIA is an evaluation of a high-privacy-impact function or activity of an IPP entity, particularly when it involves handling personal information and is likely to have a significant impact on individuals' privacy.

Term	Description
Privacy laws	<p>For the purpose of this Policy and Policy Principles, the ‘privacy laws’ refer, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Privacy and Responsible Information Sharing Act 2024 (WA)</i> • <i>Privacy Act 1988 (Cth)</i> • <i>Information Commissioner Act 2024 (WA)</i> • <i>General Data Protection Regulation (GDPR)</i> • <i>Freedom of Information Act 1992 (WA).</i> <p>Refer to Section 7 of this Policy for details.</p>
Secondary purpose	<p>Personal information held by the IPP entity that relates to an individual that was used or disclosed for a purpose other than the primary purpose.</p>
Sensitive personal information	<p>Personal information that relates to an individual’s:</p> <ul style="list-style-type: none"> • racial or ethnic origin • gender identity (when it differs from designated sex at birth) • sexual orientation or practices • political opinions or memberships of a political association • religious beliefs or affiliations • philosophical belief • memberships of a professional or trade association or trade union • criminal record • health information or genetic information • biometric information.

7. Relevant documents

7.1 State legislation and authorities

Auditor General Act 2006

Children and Community Services Act 2004

Corruption, Crime and Misconduct Act 2003

Criminal Code Act Compilation Act 1913

Criminal Procedures Act 2004

Disability Services Act 1993

Education and Care Services National Law Act 2012

Electronic Transactions Act 2011

Equal Opportunity Act 1984

Evidence Act 1906

Financial Management Act 2006

Freedom of Information Act 1992

Freedom of Information Regulations 1993

Information Commissioner Act 2024

Privacy and Responsible Information Sharing Act 2024

Public Interest Disclosure Act 2003

Public Sector Management Act 1994

School Curriculum and Standards Authority Act 1997

School Curriculum and Standards Authority Amendment Regulations 2020

School Education Act 1999

School Education Regulations 2000

State Records Act 2000

State Records Principles and Standards 2002

Teacher Registration Act 2012

Western Australian Government Cyber Security Policy 2022

Western Australian Government Information Classification Policy 2021

Western Australian Whole of Government Open Data Policy

Work Health and Safety Act 2020

Vocational Education and Training Act 1996

7.2 National legislation and regulatory framework

[Australian Privacy Principles 2014](#)

[Copyright Act 1968](#)

[Education Service Providers \(Full-Fee Overseas Students\) Registration Act 1991](#)

[Privacy Act 1988](#)

7.3 Departmental policies and procedural framework

[Child Protection in Department of Education Sites](#)

[Councils and Boards in Public Schools Policy](#)

[Code of Conduct](#)

[Criminal History Screening for Department of Education Sites Policy](#)

[Cyber Security Policy and Procedures](#)

[Duty of Care for Public School Students](#)

[Employee Performance Policy](#)

[Enrolment in Public Schools Policy](#)

[Functional Retention and Disposal Schedule](#)

[Injury Management and Workers' Compensation Policy](#)

[Managing a Breach of the Public Sector Standards Claims Policy](#)

[Online Services Acceptable Use Policy](#)

[Public Information Statement](#)

[Privacy Policy Principles \(CM: 2024/84473\)](#)

[Recordkeeping Plan](#)

[Records Management Policy](#)

[Recruitment Selection and Appointment Policy](#)

[Research Conducted on Department of Education Sites by External Parties](#)

[Research Governance Policy and Policy Principles for Research Governance](#)

[Security for Public Schools and Residential Facilities Policy](#)

[Software Use Policy](#)

[Student Attendance in Public Schools Policy](#)

[Student Health in Public Schools Policy](#)

[Student Online in Public Schools Policy](#)

7.4 Other

[Australian Government Department of Education. \(2023\). *Our Privacy Values*. Australian Government Department of Education, Canberra.](#)

[Government of Western Australia. \(2025\). *Privacy and Responsible Information Sharing*. Government of Western Australia, Perth.](#)

[Government of Western Australia. \(2025\). *Privacy Legislation in Western Australia*. Government of Western Australia, Perth.](#)

[Office of the Australian Information Commissioner. \(2019\). *Chapter 6: APP 6 Use or disclosure of personal information*. Office of the Australian Information Commissioner, Sydney.](#)

[Office of the Information Commissioner. \(2025\). *Information Privacy Principles*. Office of Information Commissioner, Perth.](#)

[Office of the Victorian Information Commissioner. \(2019\). *Information Privacy Principles*. Office of the Victorian Information Commissioner, Melbourne.](#)

[School Curriculum and Standards Authority. \(2024\). *Strategic Plan*. School Curriculum and Standards Authority, Perth.](#)

[University of Technology Sydney. \(2021\). *UTS Privacy Management Plan*. University of Technology Sydney, Sydney.](#)