

## COLLECTED INFORMATION RECORD KEEPING POLICY

*Marrara Christian College is a learning community where parents and staff partner together. Students are nurtured through a loving, biblically-based school curriculum and structure to build their faith, character and desire to serve.*

### PREAMBLE

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A foundational aspect to providing quality education at Marrara is partnering together with parents and care givers. An aspect of this is that records are kept in a way that allows the clear articulation of consent, achievement and progress. The ability to track back and provide evidence that procedures were followed provides an accountability and transparency in care of students.

### OVERVIEW

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The college collects a large amount of data from parents and students for the purposes of caring for students in a range of college activities, including, but not limited to excursions, special events and camps. As a result, teachers often find themselves with large amounts of personal information in their possession. The question of what to do with this information at the conclusion of the event while retaining records is an important issue that this policy seeks to address.

### POLICY

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Staff are required to document what information was collected, such as parental permission, medical information and contact details when running a range of events and programs at the college. To provide a long standing record of what was collected, an overview summary must be compiled and a copy of the information sent to the parents be stored with the summary record for the period of 7 years.

### PROCEDURE

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When collecting information, staff compile a summary record of what information they collect and, where necessary (in the event of a negative response, rejection or condition), notes are kept on the responses provided.

Staff must retain and submit the summary record and a copy of the information sent to parents to the office for storage.

At the conclusion of the event, staff are able to destroy the bulk of the collected information appropriately after a two week holding period.

In the event that an incident or investigation occurs during or within the two week holding period after the event, staff are required to produce the information and submit it as part of the incident or investigation report.

### SCOPE

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The policy applies to all staff and contractors of Marrara Christian College.

## Review

- Date reviewed May 2016
- Council approval
- Next review date May 2019