

7. LISTENING, COMMUNICATION AND PRIVACY POLICY

STATEMENT We commit to listening to our students and ensuring any concerns or complaints are dealt with accordingly. We encourage all of our students to have a voice and keep the lines of communication open between teachers, staff and each other.

The ways in which we protect our student's information include:

1. Personal information is collected in the correct manner and for a specific purpose.
2. Ensure we ask permission prior to obtaining personal information.
3. We ensure that after we have collected student information, it is stored securely.
4. Personal information can only be accessed by an authorised person (for example your studio's principal or management)
5. Ensure personal records aren't altered or forged.
6. Policy is in place for disclosing information to others.