

Learner Assist Privacy Policy

learner assist

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The Learner Assist Privacy Policy 2026:

Dear Parents,

I'd like to draw your attention to the policies surrounding privacy:

- 1. Every care is taken to collect accurate information from families and keep the information current. Parents should please fill out initial registration and yearly confirmation forms as carefully as possible and keep the private support teacher informed of any changes regarding their child's health, circumstances or learning. Please also inform the teacher of any assessments, reports or visits to Allied Health professionals that occur over time.*
- 2. It should be noted that the collection and use of a child's personal information is to inform the intervention program set up to remediate a learning difficulty/ies. It is used expressly for this purpose.*
- 3. The private information provided by parents regarding their child's learning difficulties is never disclosed to anyone other than the child's family, unless expressly requested by a parent / guardian of the child in writing, e.g.s. the sharing of lesson feedback with the schoolteacher/s involved in the education of the child, or when assessment or referral reports are written with reference to a student's personal information. It should be noted that all reports are sent directly to a child's parents and correspondence with the child's school occurs with a parent present at all times, i.e. a cc when emails are written, or a parent/s present at meetings.*

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4. *Personal information is kept for a required length of time after a child ceases intervention and is eventually destroyed in a secure way, e.gs. via shredding or permanent deletion.*
5. *Data is secured and personal information stored as safely as possible by the locking of filing cabinets and by ensuring the private support teacher's computer is pin protected and that virus protection is used*
6. *Personal information is collected for the purposes of education and child development, only, and is collected at the initial registration of the child on student information forms and after that on the yearly confirmation of tutoring forms.*
7. *All personal information is treated in a respectful and professional manner and is never discussed with anyone other than the family (parents / guardians) of the child, unless permission is expressly provided in writing.*

*Yours sincerely,
Juanita Lee*

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