



Goulburn North Public School
 Union Street, Goulburn NSW 2580
 Phone: 02 4821 3838
 Email: goulburnn-p.school@det.nsw.edu.au

Goulburn North Public School Information/Data Policy

1.1 What needs to be done:

Staff must record all information/data for the following and in the required locations:

Type of Information/data	Primary recorded location/s	Additional information/data locations: If required
Critical Incidents	Incident Report and Support Report – Emailed, calling the hotline	Sentral – Incident Summary if needed Teams – notification of staff
Medical Incident	Incident Report and Support Report – Emailed, calling the hotline	Sentral – Incident Summary if needed Teams – notification of staff
Parent Contact	Sentral – Wellbeing – Data Record – Parent Contact	Teams – overview of details
Observations	QR Code for the student	Teams – highlight of observations
Behaviour	Sentral – Wellbeing	Teams -
Plans for Students: IEP – PLSP BRP IBSP RISK ASSESSMENT	Plans may also be shared via email Sentral Teams – Learning and Support Channel Teams – Learning and Support Channel Teams – Learning and Support Channel	Paper copies in classrooms for use Teams – Learning and Support Channel
Learning and Support Notes	Sentral	
Academic Reports	Sentral	
Meeting Minutes	Sentral – L&S and Exec Teams – Parent Meetings in student folders	
Attendance	Sentral – School Attendance	
Student work samples and evidence capture	QR Coding into Teams	
Photos: Event photos Evidence photos	Teams – General – Media – [YEAR] Transferred to Teams via QR codes	Mobile devices – should be removed after usage
School Events	Sentral Audiri Facebook	

Policy Created: 11 February 2025

Policy Review: 11 February 2026



Education

1.2 Information / Data Use:

- 1.2.1 All information/data collected by the school is used for internal purposes only.
- 1.2.2 Internal information/data may be made available to the public domain eg. Facebook and Audiri. This is subject to student permissions and the needs of the school.

1.3 Access to information

Information can be accessed through 4 ways:

- 1.3.1 Open access information/data via the internet
- 1.3.2 Proactive push of information into the community via other channels, such as print mediums and subscription services eg. Audiri.
- 1.3.3 Release of information/data not available in the public domain as outlined in 1.4.1.
- 1.3.4 A formal application for information/data not publicly available as outlined in 1.4.2.

1.4 Requests for Information/Data:

1.4.1 - The school may provide a summary of information/data collected on a specific date regarding a specific event, provided this is completed within 2 weeks of the event occurring.

1.4.2 The school will not:

- *provide information/data beyond a summary of a single current event.*
- *provide information/data for events that occurred beyond 14 days prior.*
- *provide an exact copy of internal school use information/data.*

NB: Information/Data is often intermingled with details of other students, staff and members of the community, the separation of this data is time consuming and difficult to achieve with current school resources.

1.4.3 - However, any member of the school community can make an access application for the records under the Government Information (Public Access) Act 2009.

Further information about making an access application is available

here: <https://education.nsw.gov.au/rights-and-accountability/information-access>



Education