



# JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL

## PRIVACY POLICY

<i>Reviewed by:</i>	<i>Business Manager</i>
<i>Date:</i>	<i>2018</i>
<i>Next review:</i>	<i>2021</i>

**Your privacy is important.** This statement outlines the School's Policy on how the School uses and manages personal information provided to or collected by the School.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure the Policy remains appropriate to the changing school environment.

### **What kind of personal information does the School collect and how does it collect it?**

The type of information collected and held by the School includes (but is not limited to) personal information, including sensitive information, about:

- ◆ students and parents and/or guardians before, during and after the course of a student's enrolment at the School;
- ◆ job applicants, staff members, volunteers and contractors; and
- ◆ other people who come into contact with the School.

**Personal Information you provide:** The School will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, electronic communications and telephone calls. On occasions, people other than parents and students provide personal information.

**Personal Information provided by other people:** In some circumstances, the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

**Exception in relation to employee records:** Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. However where State or Territory health privacy legislation applies, we are still required to protect the privacy of employee health information. This Privacy Policy will apply in those circumstances.

### **How will the School use the personal information you provide?**

The School will use personal information collected from you for the primary purpose of the collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

**Students and Parents:** In relation to personal information of students and parents, our primary purpose of collection is to enable us to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at John Septimus Roe Anglican Community School.

The purposes for which the School uses personal information of students and parents include:

- ◆ to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- ◆ day-to-day administration;
- ◆ looking after students' educational, social and medical wellbeing;
- ◆ seeking donations and marketing for the School;
- ◆ to satisfy the School's legal obligations and allow it to discharge its duty of care.

In some cases where the School requests personal information about a student or parent and the information requested is not provided, the School may not be able to enrol or

continue the enrolment of the student.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the School uses the personal information of job applicants, staff members and contractors include:

- ◆ in administering the individual's employment or contract, as the case may be;
- ◆ for insurance purposes;
- ◆ seeking funds and marketing for the School;
- ◆ to satisfy the School's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as the Parents and Friends Association, Friends of Performing Arts and the Old Scholars Association to enable the School and the volunteers to work together.

**Marketing and Fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment for both students and staff. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

#### **Who might the School disclose personal information to?**

The School may disclose personal information, including sensitive information, held about an individual to:

- ◆ another school;
- ◆ government departments;
- ◆ medical practitioners;
- ◆ people providing services to the School, including specialist visiting teachers and sports coaches;
- ◆ recipients of School publications, like newsletters and magazines;
- ◆ Parents; and
- ◆ anyone you authorise the School to disclose information to.

**Sending information overseas:** The School will not send personal information about an individual outside Australia without:

- ◆ obtaining the consent of the individual (in some cases this consent will be implied); or
- ◆ otherwise complying with the Australian Privacy Principles.

#### **How does the School treat sensitive information?**

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### **Management and security of personal information**

Our staff members are required to respect the confidentiality of students and Parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information that it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and access rights to computerised records controlled by passwords

Access to the School's information is restricted to employees who require the information to provide our services to you.

#### **Notification of Data Breach**

If the School discloses your personal information without your permission and not in accordance with this policy, and such breach is likely to result in serious harm, we will notify you and the Office of the Australian Information Commissioner (OAIC). If there is unauthorised access to our information systems and this breach is likely to result in harm, we will notify you and the OAIC.

This notification will include a description of the breach, the kinds of information concerned and the steps to be taken as a result of the breach.

### **Updating personal information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by us by contacting the office staff of the School at any time. The Australian Privacy Principles require the School not to store personal information longer than necessary.

### **You have the right to check what personal information the School holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right, set out in the Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the School in writing.

The School may require you to verify your identity and specify what information you require. We may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

### **Consent and rights of access to the personal information of students**

The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat the consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a student; grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warrants.

### **Enquiries**

If you would like further information about the way the School manages the personal information it holds, please contact the School directly.