

Ratified by Board                      June 2011  
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## 1 DEFINITIONS

Parent	the term parent also refers to legal guardians.
Use of Information	involves an internal application of information
Disclosure of Information	involves external communication of information
National Privacy Principles	are designed to govern the personal information that private companies (including schools) hold, addressing Collection, Use and Disclosure, Data Quality, Data Security, Openness, Access and Correction, Identifiers, Anonymity, Trans-border Data Flow, Sensitive Information.
Personal Information	Personal Information is information or opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Within this definition there is no distinction as to the source of the information or the form in which it is held. It is personal information whether it is provided by an individual, an organisation or generated by the College.

## 2 CONTEXT

The College is bound by the National Privacy Principles, which apply to staff, students, parents and other members of the College community including temporary contractors, volunteers and others.

## 3 PURPOSE

The purpose of this policy is to ensure that the right to individual privacy is upheld and that the College adheres to the National Privacy Principles in regard to personal information.

## 4 POLICY STATEMENT

The College complies with the National Privacy Principles.

## 5 GUIDELINES

### 5.1 Applicability

Under the Privacy Act the National Privacy Principles apply to all personal information, except that contained in an employee's records, where the treatment is directly related to a current or former employment relationship between the College and employee. As a result, the guidelines outlined below do not apply to such records.

### 5.2 Collection of Information

The College collects and stores personal information, including sensitive information, about:

- 5.2.1 pupils and parents before, during and after the course of a pupil's enrolment at the College;
- 5.2.2 job applicants, staff members, volunteers and contractors; and
- 5.2.3 other people who come into contact with the College.

The College collects personal information from:

- 5.2.4 Individuals - the College will generally collect personal information held about an individual by way of forms, face-to-face meetings or interviews, and telephone calls.
- 5.2.5 Third Parties - the College also receives personal information about individuals from third parties, for example a report provided by a medical professional or a reference from another school.

### 5.3 Use of Personal Information

The College will use personal information it collects from individuals for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the individual has consented.

- 5.3.1 Students and parents - The College's collects personal information from parents and students in order to better satisfy the needs of both parents and students throughout their enrolment at the College. In some cases where a request for personal information about a student or parent is not met, the College may not be able to enrol or continue the enrolment of the student. The purposes for which the College uses such personal information include:
- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and handbooks;
  - day-to-day administration;
  - looking after student's educational, social and medical wellbeing;
- 5.3.2 Job applicants, staff members and contractors - The College's collects personal information from job applicants, staff members and contractors for the purposes of administering their employment relationship with the College. These purposes include:
- assessing applicants and engaging successful applicants;
  - administering the individual's employment or contract, as the case may be;
  - financial dealings and to seek donations.
  - to satisfy the College's legal obligations, for example, in relation to child protection legislation.
  - insurance and marketing purposes;
- 5.3.3 Volunteers - The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, in order to enable the College and the volunteers to work together.
- 5.3.4 Marketing and fundraising - The College considers marketing an important part of its business function. It also seeks donations from time to time to contribute towards the development of the College. Personal information held by the College may be used for these purposes and may be disclosed to any organisation that the College engages to assist in this activity, for example, the alumni organisation, or Parents and Friends Association (P & F), purely for use in activities in relation to the College.

#### 5.4 Disclosure of Personal Information

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

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

However, the College 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 National Privacy Principles.

#### 5.5 Sensitive Information

Sensitive information relates to a person's racial or ethnic origin, political opinions, religion, professional or trade association membership, sexual preference, criminal record, and/or health.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless permission is granted, or the use or disclosure of the sensitive information is allowed by law such as in child protection matters.

#### 5.6 Management and Security of Personal Information

College staff respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has procedures in place to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerised records.

Volunteers may be required to access student and parent information under the direction of a staff member and are required to follow all College guidelines.

#### 5.7 Updating Personal Information

The College 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 the College by contacting the Office at any time. The College will seek to update all families' information annually.

## 5.8 Rights of Access to Personal Information

An individual, except an employee, has the right to obtain access to any personal information which the College holds about them and to advise of any perceived inaccuracy. Students under the age of 18 will generally gain access to their personal information through their parents. The College may however, at its discretion, on the request of a student, and when the maturity of the student and/or their personal circumstances so warranted, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

To make a request to access any information the College holds a written application must be made to the Principal, specifying the information required. The College must require an individual to verify their identity before it provides the information. The College will charge a fee to cover the cost of verifying an application and locating, retrieving, reviewing and copying any material requested. The College will advise the likely cost in advance and require payment of this amount up front. If the search process takes longer than expected a further fee may be charged before completing the request.

There may be occasions when access to information 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 College's duty of care to a student.

## 5.9 Searching a Student or their Property

Searching a student or their property (eg bag, locker, USB drives) will require parent or student permission, either express or implied in a contract between the College and the parent.

The College's signed Enrolment Contract grants consent for the College to search bags in reasonable circumstances. However, the College will first invite students to empty the contents of their bag themselves.

The College's signed Locker Contract grants consent for the College to search lockers in reasonable circumstances.

The College's will not search a student's person under any circumstances, although students may be requested to empty pockets voluntarily.

## 5.10 Enquiries and Complaints

Any request for further information about the way the College manages personal information should be directed in writing to the Principal. Any complaints about the way the College manages personal information should be referred to the Privacy Commissioner.

## 6 POLICY CYCLE

**6.1 Implementation** – The responsibility for the implementation of this policy lies with the Business and Administration Managers.

**6.2 Accessibility** – A PDF version of this policy will be kept on the Community and Staff sections of Insite.

**6.3 Communication & Training** – The Business Manager and/or Administration Manager will communicate relevant parts of this policy to all employees in a staff meeting. Relevant training will be provided for employees.

**6.4 Compliance** – The Principal is responsible for the spirit, content and maintenance of this policy.

**6.5 Review** – This policy will be reviewed at the specified dates to accommodate new laws and technology, and changes to the College's operations and practices. Evaluation will involve discussion with users regarding the practicality of the policy and functionality of its guidelines.

## 7 REQUIREMENTS, SOURCES, CONSULTATION AND ACKNOWLEDGEMENTS

Legislation	Commonwealth Privacy Act 1988 (as amended).
Documentation	Commonwealth of Australia (2008) Private Sector Information Sheet 1A – National Privacy Principles. Australian Government: Office of the Privacy Commissioner. ACT.
Policies	Cedars Christian School Privacy Policy