



SP 1.3: PROCEDURES FOR PRIVACY

1.0 Implementation Guidelines

1.1 Collection of information

1.1.1 Personal information provided directly:

The School will generally collect personal information held about an individual by way of forms filled out by parents or pupils, emails, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and pupils provide personal information.

1.1.2 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.

1.1.3 Exception in relation to employee records:

Under the Privacy Act and the Health Records Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

1.2 Use of personal information

The School will use personal information it collects for purposes as defined in Section 2.3 of the School's Privacy Policy.

1.2.1 Pupils and Parents

In relation to personal information of pupils and parents, a school's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information about pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration and school management purposes;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care;
- to maintain accurate administration records for reporting to government authorities.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to maintain its educational function towards a child, or it may not be able to enrol or continue the enrolment of the pupil.

1.2.2 Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the School's 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 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.

1.2.3 Volunteers

The School also obtains personal information about volunteers who assist the school in its functions, or who conduct associated activities to enable the School and volunteers to work together.

1.3 Disclosure of Personal Information

1.3.1 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 National Privacy Principles or other applicable privacy legislation.

1.3.2 Information on computer, internet and digital technology

Personal information may be collected, used, disclosed, stored and transferred overseas through the use of email and internet facilities.

1.4 Computer, internet and digital technology

In the course of carrying out duties on behalf of the School, volunteers, contractors, teachers and all other support staff may have access to or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another except in accordance with the School's Privacy Policy or with proper authorisation.

The Privacy Act requires both the School and the user of the computer, internet or other information technology to take reasonable steps to protect the personal information that is held, from misuse and unauthorised access.

The school stresses, therefore, that users take responsibility for the security of personal computers and not allow them to be used by an unauthorised party, which specifically includes anyone who is not an employee of the School.

Users will be assigned a log-in code and a password to use the School's electronic communications facilities. These details are not to be disclosed to anyone else. In order to keep these details secure, passwords must be changed regularly and log-in codes and passwords are not to be kept in writing close to the working area.

Teachers are to ensure that students cannot gain unauthorised access to personal information and confidential information within the School.

In order to comply with the School's obligations under the Privacy Act, staff are encouraged to use the blind copy option when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.

In addition to the above, school employees and volunteers should familiarise themselves with the National Privacy Principles ('NPPs'), [P4.4: Policy for Computer, Internet and Digital Technologies](#) and ensure that their use of email does not breach the Privacy Act or the NPPs. Anyone who requires more information on the Privacy Act and how to comply, may contact the School Principal.

1.5 Management and security of personal information

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

1.6 Rights of access to personal information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the School holds about him/her and to advise the Principal or the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. To request access to any information the School holds about a child, the parent should contact the School's Principal in writing. If the information sought is extensive, the School may levy a likely cost in advance.

There will be occasions where 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 School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil, grant that pupil access to information held by the School about him/her, or allow a pupil to give or withhold consent to the use of his/her personal information, independently of his/her parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warrant.

1.6.1 Consent of access to the personal information of pupils

The School respects every parent's right to make decisions concerning his/her child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The School will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

2.0 Procedure Review Statement

These procedures are to be reviewed every two years.

3.0 References and Related Documents

Further information regarding the Privacy & Personal Information Protection Act 1998 should be referred to can be located at this website:

<https://detwww.det.nsw.edu.au/directorates/leglserv/privacy2/privacy.htm>