



P1.3: POLICY FOR PRIVACY

1.0 Policy Statement

This policy outlines how Condell Park Christian School collects, uses and manages personal information provided to or collected by it. The School is bound by the Australian Privacy Principles (APPs) contained in the *Commonwealth Privacy Act 1988*. The School is also bound by the Health Privacy Principles contained in the *Health Records and Information Privacy Act 2002 (Health Records 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 it remains appropriate to the changing school environment.

2.0 Scope

The policy for Privacy is for all staff including voluntary staff. The implementation of this policy involves students, staff and parents.

3.0 Responsibilities

All staff are required to understand their legal obligations as noted in the APPs and the School's Privacy Policy and Procedures.

4.0 Definitions

Personal Information	Information such as a person's name, address, financial information, marital status or billing details.
Sensitive Information	Information with respect to an individual's racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record as well as health and genetic information.
Health Information	Any information collected about an individual's health or disability and any information collected in relation to a health service that is provided. It includes such things as notes of symptoms, diagnosis or treatments, doctor's reports, appointment times and prescriptions.

Note: Privacy laws regulate personal information that is contained in a 'record' (e.g. written down, on a database, in a photograph or video etc.). If personal information is not recorded it is not regulated by the Privacy Act.

5.0 Types of information

The information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the School, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - student medical and health conditions and their management, medical records and medical practitioner details;
 - conduct and complaint records, or other behaviour notes;
 - records of student educational progress and outcomes;
 - family details, relevant court orders and parent/carer and emergency contact information;
 - student school history including previous schools attended and history of suspension or expulsion for violent behaviour;
 - details about student welfare and wellbeing including attendance and behaviour management;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - information on student special learning and support needs including disability;
 - volunteering information; and
 - photos and videos at School events.

- job applicants, staff members, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at School events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history; and

- other people who come into contact with the School.

6.0 Collection of information

The School will generally collect personal information directly from individuals or in some circumstances the School may be provided with personal information from a third party such as a medical professional or school.

Personal information must not be collected unless the information is reasonably necessary for, or directly related to, one or more of its functions or activities. Subject to a number of exceptions, the School can only collect "sensitive information" if the individual consents to the collection.

7.0 Notification of information

At or before the time of collection (or as soon as practical thereafter) the School must take reasonable steps to notify an individual about, or ensure an individual is aware of, certain prescribed information concerning the purpose and circumstances of the collection of their personal information.

8.0 Disclosure of Personal Information

The School will only use or disclose personal information for the primary purpose for which it was collected. Personal information can also be disclosed when consent is given or disclosure is required by law.

9.0 Management and security of personal information

The School's staff 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 the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Individuals have the option of not identifying themselves, or of using a pseudonym, when dealing with the School.

10.0 Access and correction to personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information which the School holds about them and to advise the Principal or 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 and correction themselves.

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update his/her personal information held by the School by contacting the Principal or the School administration.

11.0 Privacy Program

Compliance with Privacy laws is important because the School's staff body are accountable unto God and to the government for personal information of others gathered and used within the School. Failure to understand the obligations involved and failure to take the appropriate steps to ensure compliance with Privacy laws will likely lead to reputational damage.

Meeting privacy requirements is carried out by all staff. These measures are to be monitored and implemented by a Privacy Officer as delegated by the Principal.

12.0 Privacy Audit

An annual internal audit of the School's management of personal information will be undertaken as assigned at the discretion of the Principal. The purpose of this audit is to gain a true awareness of the School's current systems and to establish whether there are any compliance gaps.

13.0 Privacy Breach

In the event of a Privacy Breach, School personnel must adhere to the four phase process (as described in the Office of the Australian Information Commissioner's (OAIC) guide Data breach notification: a guide to handling personal information security breaches) and detailed in the School's Privacy Procedures.

The School will maintain appropriate records of the response to the Privacy Breach, including the assessments of the risks associated with the Privacy Breach and decisions made as to the appropriate action/s to take in response to the Privacy Breach.

14.0 Publishing of Privacy Policy and Procedures

The School's Privacy Policy and Procedures is to be published on the School website.

15.0 Privacy Collection Notice

A privacy collection notice is to be incorporated into or attached to any school form that requests the collection of personal information.

16.0 Complaints Handling

The School will investigate any complaint and will notify of the decision made in relation to the complaint as soon as it practicable after the decision has been made. For further information on the handling of Privacy complaints please refer to the School's Complaints and Appeals Policy.

17.0 Risk Management

The School's Risk Management policy incorporates key privacy related risks, assesses them and allows for effective controls to be put in place. Please see the School's Risk Management Policy.

18.0 Staff training

All staff are required to attend the Ministry Compliance and Commencement Meeting held annually which covers the basic requirements of Privacy Law. Additional staff training may be carried out in the year with respect to their privacy obligations and the School's expectations with respect to the management of personal information.

19.0 Policy Review Statement

This policy is to be reviewed every two years. Where new laws and technology affect the School's operations and practices related to privacy, further review will be made in order to ensure the policy remains appropriate to the current school environment.

20.0 References and Related Documents

[Children and Young Persons \(Care and Protection\) Act 1998](#)

[Freedom of Information \(FOI\) Act, 1989](#)

[Health Records and Information Privacy Act 2002 \(Health Records Act\).](#)

[Privacy and Personal Information Protection Act 1998](#)

[Public Finance & Audit Act 1983](#)

[P1.2 Complaints and Appeals](#)

[SP1.2 Complaints and Appeals](#)

[P4.3 Communication Policy](#)

[P4.4 Information and Communication Technologies](#)

[P1.1 Management and Operation of the School policy](#)

[SP1.3 Procedures for Privacy](#)