Privacy Policy

Your privacy is important

This statement outlines the School’s policy on how Belgrave Heights Christian School uses and manages personal information that is provided to the School or collected by it.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The School may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the School’s operations and practices, and to make sure it remains appropriate to the changing school environment.

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

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

- students and parents and/or guardians (hereafter known as parents) 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 about an individual through the completion of forms, face-to-face meetings and interviews, emails and telephone calls. On occasion, people other than parents or students may 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 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 or when it is directly related to your employee record at the School.

How will the School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of why it is being collected and for any secondary purposes where it is reasonably expect that this is related to the primary purpose.
**Students and Parents:** The School’s primary purpose for the collection of personal information relating to students and parents is to enable the School to provide the necessary education to students. This includes satisfying both the needs of parents and the needs of the student throughout the entire enrolment period of the student at the School.

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

- keeping parents informed about matters relating to their child’s education, through correspondence (digital or otherwise), 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 to allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or parent, if the information requested is not obtained, 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 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:

- administering the individual's employment or contract, this may include;
- 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, to enable the School and the volunteers to work together and to ensure the School satisfies any legal obligations to its duty of care.

**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 in which both students and staff thrive. Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. Personal information for direct marketing will not be passed onto third parties without the implicit consent of an individual. School publications, such as newsletters and magazines, which may at times include personal information, are at times used for marketing purposes related directly to the School.
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 direct consent of the individual (in some cases this consent will have already been implied); or
- otherwise complying with the National 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 where the use or disclosure of the sensitive information is allowed by law.

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 passworded access rights to computerised records.

When needing to dispose of personal information, the School uses secure measures requiring certificate authentication following disposal. Staff are educated on methods of disposing of secure information to prevent unintended breaches of privacy.
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 the School by advising the School at any time. The School will from time to time send out reminders or contact someone directly about the accuracy of the information being held.

The National Privacy Principles require the School to store personal information no 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 Principal in writing.

The School may require you to verify your identity and specify what information you require. The School 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 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 Principal. 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 warranted.
Complaints about breaches of privacy
Should you wish to lodge a complaint about any breach of privacy under the Australian Privacy Principles or the Privacy Code, this should be done by contacting the School Principal in writing. Your complaint will be reviewed and addressed. Should you not be satisfied with the outcome of this, you may contact The Office of the Australian Information Commissioner (OAIC).

Acknowledgement: This policy has been modified and produced from Privacy Compliance Manual for Non-Government Schools.