

1. BACKGROUND

- 1.1 This statement outlines the policy of the two Eynesbury schools on how they use and manage personal information provided to or collected by them.
- 1.2 We are bound by the National Privacy Principles contained in the Commonwealth Privacy Act. We may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the schools' operations and practices, and to make sure it remains appropriate to the changing school environment.

2. WHAT KIND OF PERSONAL INFORMATION IS COLLECTED AND HOW IS IT COLLECTED?

- 2.1 The type of information we collect and hold includes (but is not limited to) personal information, including sensitive information, about:
- pupils and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at Eynesbury;
 - job applicants, staff members, volunteers and contractors; and
 - other people who come into contact with Eynesbury.
- 2.2 **Personal Information you provide:** We 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, and telephone calls. On occasions people other than parents and students provide personal information.
- 2.3 **Personal Information provided by other people:** In some circumstances we 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.
- 2.4 **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 our treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the schools and the employee.

3. HOW WILL WE USE THE PERSONAL INFORMATION YOU PROVIDE?

- 3.1 We will use personal information we collect from you for the primary purpose of collection (see below), and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.
- 3.2 **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 pupil throughout the whole period the pupil is enrolled. The purposes for which we use personal information of students and parents include:
- keeping parents informed about matters related to their son's or daughter's schooling, through correspondence, newsletters and magazines;
 - day-to-day administration;
 - looking after student's educational, social and medical well-being;
 - drawing upon the expertise of members of the school committed to assist with operations of the schools;
 - seeking donations for the schools;
 - promotion and marketing of the schools;
 - satisfying the schools' legal obligations and allow the schools to discharge their duty of care.

In some cases where we request personal information about a student or parent, if the information requested is not obtained, we may not be able to enrol or continue the enrolment of the student.

- 3.3 **Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, our 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 we use personal information of job applicants, staff members and contractors include:

- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the schools;

- satisfying the school's legal obligations, for example, in relation to child protection legislation.

3.4 **Volunteers:** We also obtain personal information about volunteers who assist us in our function or conduct associated activities, such as alumni associations, to enable the schools and the volunteers to work together.

3.5 **Marketing and fundraising:** We treat marketing and seeking donations for the future growth and development of the schools as an important part of ensuring that we continue to better the quality learning environment in which both pupils and staff thrive. Personal information held by the schools may be disclosed to an organisation that assists in the schools' fundraising, including any Foundation or alumni organisation we may establish.

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.

4. WHO MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION TO?

4.1 We may disclose personal information, including sensitive information, held about an individual to anyone you authorise us to disclose information to i.e. 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, and parents.

4.2 **Sending information overseas:** We 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. HOW DO WE TREAT SENSITIVE INFORMATION?

5.1 In referring to 'sensitive information' we mean: 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.

5.2 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.

6. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

6.1 Our members of staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

6.2 We have in place steps to protect the personal information we hold 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.

7. UPDATING PERSONAL INFORMATION

7.1 We endeavour to ensure that the personal information we hold is accurate, complete and up-to date. A person may seek to update his/her personal information held by us by contacting the Principal's office during business hours. The National Privacy Principles require us not to store personal information longer than necessary.

8. YOU HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION WE HOLD ABOUT YOU

8.1 Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which we hold about them and to advise us 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.

8.2 To make a request to access any information we hold about you or your child, please contact the Principal in writing.

8.3 We 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, we will advise the likely cost in advance.

9. CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

9.1 We respect every parent's right to make decisions concerning their child's education. Generally, we will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. We 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.

- 9.2 Parents may seek access to personal information held by us about them or their child by contacting the 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 pupil.
- 9.3 We may, at our discretion, on the request of a student grant that student access to information held by us about them, or allow a pupil 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 pupil and/or the pupil's personal circumstances so warranted.

10. ENQUIRIES

- 10.1 If you would like further information about the way we manage the personal information we hold, please contact the Principal.

11. CHANGES TO THE PRIVACY POLICY

- 11.1 This Privacy Policy is current as at 10 June 2003. We may review and update this Privacy Policy from time to time to reflect changes in the law, changes in our business and administrative practices and procedures and the community's changing privacy expectations. The latest version of our Privacy Policy will always be available on our website or in print version from the school office.

Policy Revision

This policy may be revised from time to time without notice. The current version is always available in electronic form from staff at Front Desk or on *Policies at Eynesbury* on staff computers.