



## **PRIVACY POLICY**

### **Policy # PR 5.13**

#### **Your Privacy is important.**

This statement outlines Strathalbyn Christian College's Policy on how the School uses and manages personal information provided to or collected by it.

Strathalbyn Christian College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Strathalbyn Christian College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing school environment.

#### **1. What kind of personal information does Strathalbyn Christian College collect and how does the School collect it?**

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

- Pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the School;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

##### **1.1 Personal Information you provide:**

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

##### **1.2 Personal Information provided by other people:**

In some circumstances Strathalbyn Christian College 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.

##### **1.3 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 Strathalbyn Christian College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

#### **2. How will Strathalbyn Christian College use the personal information you provide?**

Strathalbyn Christian College will use personal information it collects from you for the primary purpose of administering the College's function as an independent educational institution, and for such other secondary purposes that are related to the primary purpose of collection as can reasonably be expected, or to which you have consented.

##### **2.1 Pupils and Parents:**

In relation to personal information of pupils and Parents, Strathalbyn Christian College'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 Strathalbyn Christian College.

The purposes for which Strathalbyn Christian College uses personal information of 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;
- Looking after pupils' educational, social and medical wellbeing;
- Seeking donations and marketing for Strathalbyn Christian College;
- To satisfy the Strathalbyn Christian College's legal obligations and allow the School to discharge its duty of care.

In some cases where Strathalbyn Christian College requests personal information about a pupil or Parent, if the information requested is not obtained, Strathalbyn Christian College may not be able to enrol or continue the enrolment of the pupil.

## **2.2 Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, Strathalbyn Christian College 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 Strathalbyn Christian College 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 Strathalbyn Christian College;
- To satisfy Strathalbyn Christian College's legal obligations, for example, in relation to child protection legislation.

## **2.3 Volunteers:**

Strathalbyn Christian College also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as [alumni associations], to enable Strathalbyn Christian College and the volunteers to work together.

## **2.4 Marketing and fundraising:**

Strathalbyn Christian College treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that Strathalbyn Christian College continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by Strathalbyn Christian College may be disclosed to an organisation that assists in Strathalbyn Christian College's fundraising, for example, Strathalbyn Christian College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider College 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.

### **3. Who might Strathalbyn Christian College disclose personal information to?**

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

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to Strathalbyn Christian College, including specialist visiting teachers and sports coaches;
- Recipients of College publications, like newsletters and magazines;
- Parents; and
- Anyone you authorise Strathalbyn Christian College to disclose information to.

#### **3.1 Sending information overseas:**

Strathalbyn Christian 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.

### **4. How does Strathalbyn Christian College treat sensitive information?**

In referring to 'sensitive information', Strathalbyn Christian College 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 the use or disclosure of the sensitive information is allowed by law.

### **5. Management and security of personal information**

Strathalbyn Christian College staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Strathalbyn Christian College has in place steps to protect the personal information Strathalbyn Christian College 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.

### **6. Updating personal information**

Strathalbyn Christian 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 Strathalbyn Christian College by contacting the Office Administration staff of Strathalbyn Christian College at any time.

The National Privacy Principles require Strathalbyn Christian College not to store personal information longer than necessary.

### **7. You have the right to check what personal information Strathalbyn Christian College holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Strathalbyn Christian College holds about them and to advise Strathalbyn Christian College 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.

To make a request to access any information Strathalbyn Christian College holds about you or your child, please contact the College Principal in writing.

Strathalbyn Christian College may require you to verify your identity and specify what information you require. Strathalbyn Christian College 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, Strathalbyn Christian College will advise the likely cost in advance.

## **8. Consent and rights of access to the personal information of pupils**

Strathalbyn Christian College respects every Parent's right to make decisions concerning their child's education.

Generally, Strathalbyn Christian College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. Strathalbyn Christian College 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.

Parents may seek access to personal information held by Strathalbyn Christian College about them or their child by contacting the College 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 College's duty of care to the pupil.

Strathalbyn Christian College may, at its discretion, on the request of a pupil grant that pupil access to information held by Strathalbyn Christian College 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.

## **9. Enquiries**

If you would like further information about the way Strathalbyn Christian College manages the personal information it holds, please contact the College Principal.

This Policy was last reviewed in June 2014  
Next due for revision in Term 2, 2015