



# Privacy Policy

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## 1 Purpose

This statement outlines the School's policy on how the School uses and manages personal information provided to or collected by it. The School collects personal information to facilitate its ability to function as an educational institution. The School protects the privacy of personal information and health information which it collects and uses.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act (1988) and the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012,

The School 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.

## 2 Scope of Policy

All students, members of staff, contractors and volunteers must comply with this policy in relation to any personal information they may handle.

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

The type of information the School collects and hold includes (but is limited to) personal information, including sensitive information, about:

- students and parents and/or guardians ('Parents') 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, gender, language
  - background, previous school and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - conduct and complaint records, or other behaviour notes, and school reports;
  - information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - 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 email address) and internet browsing history; and

- other people who come into contact with the School, including name and contact details and any other relevant information necessary for contact with the School.

**Personal information you provide:** The School 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, emails ( or other electronic means) and telephone calls. On occasions people other than Parents and students 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, a reference from another school, or publicly available sources of information.

**Exception in relation to employee records:** Under the Privacy Act the National Privacy Principles do not apply to an employee records. 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.

#### 4 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 collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

**Students and Parents:** In relation to personal information of students and Parents, the School's primary purpose of collection is to enable the School to provide education, care and support services for each student. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students 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 students' educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care
- to satisfy government compliance requirements; e.g. parent background data.

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 or permit them to take part in a particular activity.

**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.

**Volunteers:** The school also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

**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. Personal information held by the School may be disclosed to an organisation (or future organisation) that assists in the School's fundraising, for example, the Emmaus Connect Group. Where the School collects personal information about a person from a third party it will not use that information to directly marketing without your consent.

The School will comply with other laws relevant to marketing including the Spam Act, 2003, Digital register Act, 2006 and the Competition and Consumer Act, 2010.

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.

## 5 Who might the School disclose personal information to and store your information with?

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments where the School must disclose such information so it can comply with legislative and legal obligations.
- medical practitioners and ambulance officers;
- people providing services to the School, including counsellors specialist visiting teachers and sport coaches;
- recipients of School publications, like newsletters and magazines;
- providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and reporting Authority (ACARA) and NAPLAN Test Administration Authorities who will disclose it to the entity that manages the online platform for NAPLAN
- Parents or guardians; and
- anyone you authorise the School to disclose information to, and
- anyone to whom we are required or authorized to disclose the information to by law, including child protection laws.

**Sending information overseas:** The School will not send personal information about an individual outside Australia, (for instance to facilitate a school exchange) without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles where it is not reasonably practicable for the School to obtain your consent.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

## **6 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 is allowed by law.

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.

## **7 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 pass worked access rights to computerised records.

## **8 Updating personal information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A persona may seek to update their personal information held by the School by contacting the Student Registrar or Secretary of the School at any time.

The Australian National Privacy Principles require the School not to store personal information longer than necessary.

## **9 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 will 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.

The School may from time to time refuse an individual access to information it holds about an individual, in accordance with relevant legislation. Where the School refuses access it will explain the reasons for refusal in writing. You may wish to lodge a formal complaint about the refusal.

## **10 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 where 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, at 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.

## **11 Enquiries and complaints handling**

If you would like further information about the way the School manages the personal information it holds or wish to complain that you believe that the School has breached The Australian Privacy principles, please contact the School Principal. The School will acknowledge receipt of your complaint and investigate it within a reasonable time following receipt of your complaint. The will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been made. The School may refuse to investigate and deal with a complaint if it considers it to be vexatious or frivolous.

In the event of privacy breach the School will follow the procedure outlined in the privacy Breach Response protocol in Annexure 7 of the reference below, or such other appropriate protocol adopted by the School.

## **12 Reference**

ISCA and CEC, Independent Schools Council and Catholic Education Commission, Privacy Manual, August 2017.

### 13 Related Policies

- Grievance policy
- Communication Network policy

### 14 Revision Record

<b>Document Title</b>	Privacy Policy
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### **Collection of Personal Information (for Enrolments)**

The following points about the collection of personal information by Emmaus Christian College ('the School') is provided for parents and students information. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012. A copy of the College Privacy Policy is available from the College office on request.

1. The School collects personal information including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. At times we ask you to provide medical reports about students.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, ambulance officers, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines and our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions, when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for the purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us on the form seeking your information. This information will be collected annually.
11. If you provide the School with the personal information of others, such a doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

### **References**

ISCA and CEC, Independent Schools Council and Catholic Education Commission, Privacy Manual, August 2017.



### **Collection of Personal Information (for Employment)**

The following points about the collection of personal information by Emmaus Christian College ('the School') is provided for those seeking employment. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012. A copy of the College Privacy Policy is available from the College office on request.

1. In applying for this position you will be providing Emmaus Christian College with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for up to two years.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions where access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. We will not disclose this information to a third party without your consent

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for the duration of your employment.

*Acknowledgement: The Independent Schools Council (ISCA) provided information, which was used to prepare this statement.*



### **Collection of Personal Information (for Old Scholars)**

The following points about the collection of personal information by Emmaus Christian College and the Emmaus Christian College Old Scholars Group is provided for your information.

The school (and its associated groups) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012. A copy of the College Privacy Policy is available from the College Office on request.

1. Emmaus Christian College Old Scholars and Emmaus Christian College may collect personal information about former students (hereafter referred to as "Old Scholars"). The primary purpose of collecting this information is to allow Old Scholars Groups and the College to inform Old Scholars about future events, provide news about recent College and Old Scholar activities and news about other Old Scholars.
2. The information may also be used to establish and maintain any future Emmaus Christian College Old Scholars Association.
3. As you may know Emmaus Christian College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the College's fundraising activities solely for this purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent. If you do not agree to this please advise the College in writing. (see address below)
4. We may include your contact details in an Old Scholars Class List or directory. If you do not wish this to be the case please advise so in your initial return of information.
5. We may publicise current and past photographs/digital images of Old Scholars and/or associated events on advertising materials/forums i.e. newspapers, flyers, billboards, digital presentations, website. If you do not wish this to be the case please advise the College in writing. (See address below)
6. If you provide personal information to Old Scholars to us about other people, please inform them of the matters above.

Written details to be sent to:

College Principal, Emmaus Christian College, 7 Lynton Avenue, South Plympton 5038