

### Purpose and Overview

Aurora Southern Highlands Steiner School (ASHSS or the School) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. This policy outlines how ASHSS uses and manages personal information provided to or collected by it. The School 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.

### Policy Summary

1. ASHSS collects personal information, including sensitive information about students and their 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 the student.
2. The information that the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and to meet Government reporting requirements.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health Mandatory Notification laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The School asks parents to provide medical reports about students from time to time. On occasions Health Information may be disclosed to staff to enable the School to discharge its duty of care.
5. If the School does not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
6. 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, and people providing services to the School, including specialist visiting teachers and coaches.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.
8. Personal information collected from students may from time to time be 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 on our website.
9. Parents may seek access to personal information collected about them and their child 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.
10. The School may from time to time engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. The School may include your contact details in a class list and School directory. If parents do not agree to this they must advise the School of this.
12. If parents provide the School with the personal information of others, such as doctors or emergency contacts, the School encourages parents to inform these people that they 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.

### Collection of Personal Information

The School collects and holds personal information, including sensitive information about:

- Students and parents and/or guardians
- Student's enrolment at ASHSS
- Job applicants, staff members, volunteers and contractors and
- Other people who come in 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 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 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 record is directly related to a current or former employment relationship between the School and employee.

### Use of Personal Information

The School will use personal information it collects from parents 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 parents 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 schooling for the 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 a student's educational, social and medical well-being
- Seeking donations and marketing for the School
- To satisfy the School's legal obligations and allow the School to discharge its duty of care

The School may not be able to enrol or continue the enrolment of a student if necessary information about the student or parents is not provided.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor. The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- Administering the individual's employment or contract
- Satisfying insurance requirements
- Seeking funds and marketing for the School
- Satisfying 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.

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. With the consent of parents, personal information held by the School may be disclosed to an organisation solely for the purpose of assisting with the School's

fundraising activities.

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 and sometimes visual images, may be used for marketing purposes.

### **Disclosure of Personal Information**

With consent, 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 specialists visiting
- Teachers and sports coaches
- Recipients of School publications, like newsletters and magazines
- Newspapers
- Parent associations/committees
- Other parents or guardians
- 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 consent of the individual (in some cases, consent will be implied); or
- Otherwise complying with the National Privacy Principles

### **Sensitive Information**

No sensitive information will be disclosed without the approval of the Principal or their nominee. 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, criminal record 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.

### **Management and Security of Personal Information**

The School's staff is required to respect the confidentiality of students', parents' and guardians' 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.

Enquiries about the way in which the School manages confidential information must be directed to the Principal or their nominee.

### **Updating 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 at anytime. The National Privacy Principles require the School not to store personal information longer than necessary.

**Access to Personal Information**

Under the Commonwealth Privacy Act, an individual has the right to request access to any personal information that the School holds about them and advise the School of any perceived inaccuracy. There are some circumstances where access may be denied. Such circumstances would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in the breach of the School’s duty of care to the student.

Requests to access any information the School holds about parents or students must be made in writing to the Principal or their nominee. The School may require parents to verify their identity and specify what information they require or wish to view.

**Consent**

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.

**Related Policies, Procedures, Forms, Guidelines etc.**

- ASHSS A Safe and Supportive Environment Policy
- ASHSS Enrolment policy and Procedure

**Related Acts and Regulations**

- Education Act 1990
- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900
- Privacy and Personal Information Protection Act 1998
- Health Records And Information Privacy Act 2002
- Commission for Children and Young People Act 1998
- Ombudsman Act 1974

**Evaluation and Review**

This policy will be reviewed annually.

**Ratification**

This policy was ratified by the SHASE Board on \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Chairperson