



## PRIVACY POLICY & PROCEDURES

## 1. Introduction

The purpose of this policy is to outline how Stuartholme School Toowong ('the School') uses and manages personal information. The School may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

The School has adopted and is bound by the 13 Australian Privacy Principles.

The School will only collect personal and sensitive information about an identifiable individual in order to fulfil the educational mission of the School. All such information will be considered to be private and confidential.

## 2. Information Collected

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;
- Employment applicants, volunteers and contractors; and
- Other people who may come in contact with the School.

Examples of personal information the School may collect includes:

- Students: full name, date of birth (birth certificate) and previous school reports;
- Parents: full name, marital status, contact details and financial details; and
- Job applicants, volunteers and contractors: full name, education details, employment history and contact details.

The type of information the School collects and holds may also include personal information that is sensitive information. Examples of sensitive information the School may collect includes:

- Students: ethnic origin, religious affiliation, disability and medical information;
- Parents: ethnic origin and religious affiliation; and
- Job applicants, volunteers and contractors: religious affiliation, disability and medical information.

### Personal Information you provide

The School will generally collect personal information held about an individual by way of forms completed by parents and students, face to face meetings, interviews, through the website via Cloud-based technologies and telephone calls. On occasions, persons 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 reference from another school.

The School will only collect sensitive information about an individual with the individual's consent. The School will only collect sensitive information from a third party if it would be unreasonable or impracticable to collect the information from the individual concerned.

### **Exception in relation to Employee records**

The Australian Privacy Principles do not apply to an employee record. As a result, the 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 employee at the School.

### **3. Sensitive Information**

In referring to 'sensitive information', the School means information relating to a person's racial or ethnic origin, political opinions, religious beliefs or affiliations, trade union or other professional or trade association membership, membership of a political association, sexual orientation 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 otherwise agree, or when the use or disclosure of the sensitive information is allowed by law.

### **4. How the School Uses Personal Information**

The School will use personal information it collects for the Primary Purpose of collection. Your personal information will only be used for another purpose if:

- the other purpose relates to the Primary Purpose ('Secondary Purpose'); or
- In the case of sensitive information, the Secondary Purpose directly relates to the Primary Purpose; and
- You would reasonably expect the School to use your information for the Secondary Purpose; or if
- You consent to the use of your personal information for another purpose.

#### **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 Secondary 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 a range of correspondence;
- Day to day administration;
- Looking after students' educational, social and medical wellbeing;
- 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 and contractors**

In relation to personal information of job applicants and contractors, the School's Primary Purpose of collection is to assess and (if successful) to engage the applicant or contractor as the case may be.

The Secondary Purpose for which the School uses personal information of job applicants, staff members and contractors include:

- Administering the individual's employment or contract, as the case may be;
- Satisfying insurance purposes;
- Seeking funds and marketing the School;
- Satisfying the School's legal requirements.

### **Volunteers**

The School also collects, uses, holds and discloses 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.

### **Advancement**

Personal information held by the School may be disclosed to organisations that assist in the School's marketing, communications and development/ fundraising. The School may use personal information and fundraising information within School publications and the website.

## **5. Disclosure of Personal Information**

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

- Another school;
- Government Departments;
- Medical Practitioners;
- People providing service to the School, including specialist visiting teachers and sports coaches;
- Recipients of School publications, such as newsletters and magazines;
- Website;
- Parents;
- Anyone you authorise the disclosure of information by the School.

## **6. Disclosure of Personal Information Overseas**

The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with technology service providers which are situated outside Australia or to facilitate a school exchange. We only disclose personal information to our overseas service providers when it is necessary for the services they provide to us. The countries in which these overseas service providers are likely to be located are Singapore, Canada and the United States of America. When we disclose your personal information overseas, we are required to take measures to ensure that your information will be protected.

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

The School's staff are required to respect the confidentiality of students', parents' and guardians' personal information and the privacy of individuals. The School has processes and protocols to protect the personal information which it holds from misuse, interference, loss, unauthorised access, modification or disclosure. Various methods, including locked storage of paper records and password rights to computerised records, are in place.

## **8. Privacy Policy Updating Information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up to date, relevant and not misleading. A person may seek to update their personal information held by the School at any time.

## **9. Access to Personal Information**

Under the Privacy Act, an individual has the right to request access to any personal information which the School holds about them, to advise the School of any perceived inaccuracy and request that any inaccuracy be corrected. Parents may seek access to personal information held by the School about them or their child by contacting the Principal. The School will allow access or make the changes requested unless it is considered that the Privacy Act or another relevant law requires information to be withheld or changes not to be made. If the School cannot provide **you** with access to that information, written notice explaining the reasons for refusal will be provided. Requests to access any information the School holds about the Parents or student should be forwarded in writing to the Principal. The School may require verification of identity and specification of information to be viewed.

## **10. Breach of Australian Privacy Principles**

If a person believes the School has breached its obligations under the Australian Privacy Principles, that person should forward a complaint in writing to the Principal. The complaint should include sufficient details of the alleged breach. The School will respond to that person within a reasonable time after receipt of the complaint. In responding to that person, the School will determine whether a breach has occurred and, if so, the appropriate response, in light of the circumstances, will be made.

If the person does not believe the complaint was adequately dealt with by the School, the person may make a further complaint to the Privacy Commissioner and seek advice regarding any such complaint from the Privacy Hotline on 1300 363 992. Information is also available on the Commonwealth Government Office of the Australian Information Commissioners website at <http://www.oaic.gov.au>

Once referred to the Privacy Commissioner, the complaint will be dealt with by way of conciliation. If a resolution cannot be reached the Privacy Commissioner may make a determination which is binding on the parties and enforceable by law.

## **Enquires**

In you would like further information about the way the School manages the personal information it holds, please contact the Principal on +61 7 3510 6414.

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