



# CHI.L.D. / Glenleighden Privacy Policy

August 2003



## Your Privacy is important

This statement outlines CHI.L.D. / Glenleighden's policy on how CHI.L.D. / Glenleighden uses and manages personal information provided or collected by it.

CHI.L.D. / Glenleighden is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

CHI.L.D. / Glenleighden may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to CHI.L.D. / Glenleighden operations and practices and to make sure it remains appropriate to the changing school environment.

## What kind of personal information does CHI.L.D. / Glenleighden collect and how does CHI.L.D. / Glenleighden collect it?

The type of information CHI.L.D. / Glenleighden collects and holds 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 pupil's enrolment at CHI.L.D. / Glenleighden;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with CHI.L.D. / Glenleighden.

**Personal Information you provide:** CHI.L.D. / Glenleighden 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.

**Personal Information provided by other people:** In some circumstances CHI.L.D. / Glenleighden 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 CHI.L.D. / Glenleighden's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between CHI.L.D. / Glenleighden and employee.

## How will CHI.L.D. / Glenleighden use the personal information you provide?

CHI.L.D. / Glenleighden 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.

**Pupils and Parents:** In relation to personal information of pupils and Parents, CHI.L.D. / Glenleighden primary purpose of collection is to enable CHI.L.D. / Glenleighden to provide schooling for the pupil. This includes satisfying both the needs of the Parents and the needs of the pupil throughout the whole period the pupil is enrolled at CHI.L.D. / Glenleighden.

The purpose for which CHI.L.D. / Glenleighden 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 pupil's educational, social and medical wellbeing;
- seeking donations and marketing for CHI.L.D. / Glenleighden;
- to satisfy CHI.L.D. / Glenleighden's legal obligations and allow CHI.L.D. / Glenleighden to discharge its duty of care.

In some cases where CHI.L.D. / Glenleighden requests personal information about a pupil or Parent, if the information requested is not obtained, CHI.L.D. / Glenleighden may not be able to enrol or continue the enrolment of the pupil.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, CHI.L.D. / Glenleighden's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractors, as the case may be.

The purposes for which CHI.L.D. / Glenleighden 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 CHI.L.D. / Glenleighden;
- to satisfy CHI.L.D. / Glenleighden's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** CHI.L.D. / Glenleighden also obtains personal information about volunteers who assist CHI.L.D. / Glenleighden in its functions or conduct associated activities, such as [alumni associations], to enable CHI.L.D. / Glenleighden and the volunteers to work together.

**Marketing and fundraising:** CHI.L.D. / Glenleighden treats marketing and seeking donations for the future growth and development of CHI.L.D. / Glenleighden as an important part of ensuring that CHI.L.D. / Glenleighden continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by CHI.L.D. / Glenleighden may be disclosed to an organisation that assists in CHI.L.D. / Glenleighden's fundraising.

Parents, staff, contractors and other members of the wider CHI.L.D. / Glenleighden community may from time to time receive fundraising information. CHI.L.D. / Glenleighden publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

## How does CHI.L.D. / Glenleighden treat sensitive information?

In referring to 'sensitive information', CHI.L.D. / Glenleighden 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.**

## Who might CHI.L.D. / Glenleighden disclose personal information to?

With the support and specific permission of the parents/individual, CHI.L.D. / Glenleighden may disclose personal information, including **sensitive information**, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to CHI.L.D. / Glenleighden, including specialist visiting teachers and sports coaches;
- Parents; and
- anyone you authorise CHI.L.D. / Glenleighden to disclose information to.

**Sending information overseas:** CHI.L.D. / Glenleighden will not send 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.

## Management and security of personal information

CHI.L.D. / Glenleighden staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

CHI.L.D. / Glenleighden has in place steps to protect the personal information CHI.L.D. / Glenleighden 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.

## Updating personal information

CHI.L.D. / Glenleighden 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 CHI.L.D. / Glenleighden by contacting the Administrative Officer of CHI.L.D. / Glenleighden at any time.

The National Privacy Principles require CHI.L.D. / Glenleighden not to store personal information longer than necessary.

## You have the right to check what personal information CHI.L.D. / Glenleighden holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which CHI.L.D. / Glenleighden holds about them and to advise CHI.L.D. / Glenleighden 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 CHI.L.D. / Glenleighden holds about you or your child, please contact CHI.L.D. / Glenleighden Director/Principal in writing.

CHI.L.D. / Glenleighden may require you to verify your identity and specify what information you require. CHI.L.D. / Glenleighden 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, CHI.L.D. / Glenleighden will advise the likely cost in advance.

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

CHI.L.D. / Glenleighden respects every Parent's right to make decisions concerning their child's education.

Generally, CHI.L.D. / Glenleighden will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. CHI.L.D. / Glenleighden 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 CHI.L.D. / Glenleighden about them or their child by contacting CHI.L.D. / Glenleighden Director/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 CHI.L.D. / Glenleighden's duty of care to the pupil.

CHI.L.D. / Glenleighden may, at its discretion, on the request of a pupil grant that pupil access to information held by CHI.L.D. / Glenleighden 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.

## **Enquiries**

If you would like further information about the way CHI.L.D. / Glenleighden manages the personal information it holds please contact CHI.L.D. / Glenleighden Director/Principal.