Kinross Wolaroi School – Privacy Policy

Kinross Wolaroi is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The new privacy legislation which has been applied to the private sector since 21 December 2001 regulates among other matters, the way organisations collect, use, disclose, keep secure and give people access to their personal information. We seek to make all members of the Kinross Wolaroi School family aware of the matters specified below and to obtain consent for uses and disclosure of personal information that may not be regarded as being for primary or secondary related purposes. The following statement outlines the School’s policy on how the School uses and manages personal information which has been provided or collected.

1. Kinross Wolaroi collects personal information, including sensitive information about pupils and parents or guardians and grandparents before and during the course of a pupil’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child and a means of communicating between the School and the child’s family.

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 pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

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, 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 a child.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in the School Newsletters, Bulletins, The Tower magazine, on our website and in the general media.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal
information about themselves. 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 pupil, or where pupils have provided information in confidence.

9. As you may know the School from time to time engages in social and 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 such as the Kinross Wolaroi Foundation. 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 or any of the above points you must advise the School.

11. If you provide the School with the personal information of others, such as 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.