POLICY TITLE: Kinross Wolaroi School – Privacy Policy
DATE APPROVED: 12 December 2014
APPROVED BY: Principal
RELATED DOCUMENTS: Enrolment Policy

PREAMBLE

YOUR PRIVACY IS IMPORTANT

This statement outlines Kinross Wolaroi School's policy on how the School uses and manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles, 12 March, 2014 and Health Records and Information Privacy Act 2002 NSW.

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.

COLLECTION

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

The type of information KWS collects and holds includes (but is not 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;
- Employment applicants, staff members, volunteers and contractors; and
- Other people who come into 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.

Website Access: For participants that register for Weekly Family Bulletins, the School collects email addresses, via Solutions Outsourced, the web host. Google Analytics provides access to all of the sites electronic information collected for monitoring and tracking. The Google Analytics Terms of Service should be noted and can be found at: http://www.google.com.au/analytics/terms/us.html
You need to be aware of how Google Analytics collects and processes data with an outline of the terms located at: www.google.com/policies/privacy/partners/ or any other URL Google may provide from time to time.
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 treatment is directly related to a current or former employment relationship between the School and employee.

USE AND DISCLOSURE

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 for the student. This includes satisfying the needs of Parents and the needs of the student, within the bounds of the programs on offer, throughout the 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 education, through correspondence, newsletters, magazines and web-sites;
- 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.

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.

Employment applicants, staff members and contractors: In relation to personal information of employment 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 employment applicants, staff members and contractors include:

- Administering the individual’s employment or contract, as the case may be;
- Insurance purposes;
- Seeking donations and marketing for the School;
- Satisfying the School’s legal obligations, for example, in relation to child protection legislation.

Volunteers: 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 that assists in the School’s fundraising, for example, the School’s Marketing Office.

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.

**Who might the School disclose personal information to?**

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

- The employees of KWS;
- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the School, including specialist visiting teachers and sports coaches;
- Recipients of School publications, such as newsletters and magazines;
- Parents; and
- Anyone you authorise the School to disclose information to.

**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 the 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 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 password access rights to computerised records.

**Updating personal 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 by contacting the School at any time.
The National Privacy Principles require the School not to store personal information longer than necessary.

ACCESS AND CORRECTION

You have the right to check the 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 Principal in writing.

The School may require you to verify your identity and specify the 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.

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 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 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 the School’s duty of care to the student.

The School may, at its discretion, on 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 for 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.

OVERSEAS RECIPIENTS

Sending information overseas: The School will not send personal 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.
Privacy Complaints

If you wish to make a complaint about a breach by the School of the Australian Privacy Principles you may do so by providing a written complaint by email, letter, facsimile or by personal delivery to the Principal. You may wish to make an appointment to make a complaint verbally. The school undertakes to respond to your complaint within a reasonable time and may seek further information from you in order to provide a full and complete response. Your complaint may also be taken to the Office of the Australian Information Commissioner.

Changes to our Privacy Policy

This policy is subject to change at any time. Please check our Privacy policy on the School Website.

Brian Kennelly
Principal – Kinross Wolaroi School
December 2014