



# PRIVACY POLICY

April 2016

Strathcona Baptist Girls Grammar School

## Policy Document Information

<b>Policy Name</b>	Privacy Policy
<b>Author/Supervisor Acknowledgement</b>	J. Farmilo <i>Australian Privacy Principles Victorian Health Records Act Freedom of Information Act</i>
<b>Other Policy Relationships</b>	Pastoral Care/Welfare Policy Camps, Excursions, Overseas Trips Policy RDU
<b>Relevant Audience</b>	Strathcona School community

## Key Dates

<b>Date of issue/last revision</b>	April 2016
<b>Date set for review</b>	April 2018

## **STRATHCONA BAPTIST GIRLS GRAMMAR SCHOOL PRIVACY POLICY**

All policy, protocols and procedures flow from the Strathcona Mission Statement:

*To be*

- *The premier Melbourne girls school, recognised for Christian values, an enriching caring environment and a future focussed academic and co-curricular program.*
- *The school of choice for families committed to their daughters achieving their full potential, developing life skills and making a contribution to society through leadership and service.*

### **Rationale**

This policy outlines how Strathcona uses and manages personal information provided to, or collected by it. The School is bound by the National Privacy Principles included in the Commonwealth Privacy Act and the Victorian Health Records Act. This Privacy Policy will be regularly reviewed and updated to take into account new laws and technology, changes to the School's operations and practices, and to ensure the policy is appropriate for the changing School environment.

The School has adopted the [Australian Privacy Principles](#) and [Privacy Principles in the Victorian privacy laws](#) as minimum standards in relation to handling personal and health information.

### **Collection of Information**

The type of information that Strathcona collects and holds includes personal Information and possibly sensitive information, about:

- ☑students and parents and/or guardians before, during and after the course of a student's enrolment at the school
- ☑job applicants, staff members, volunteers and contractors
- ☑other people who come into contact with the School.

### **Personal Information**

The School will generally collect personal information held about an individual by way of paper and electronic forms filled out by parents or students, face-to-face meetings and interviews, telephone calls and other communications.

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. If information is provided to us by other people, we encourage the involved party to be informed.

### **Use of Personal Information**

The School will use personal information it collects for the primary purpose of education and the duty of care of its students, and for other related purposes. These will include, but not limited to:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines, reports
- day-to-day administration
- looking after 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.

### **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
- the School will take all reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles (such as a cloud service provider).

### **Job Applicants, Staff Members and Contractors**

In relation to personal information of job 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. The purposes for which the School uses this information include:

- administering the individual's employment or contract
- for insurance purposes
- seeking funds and marketing for the School
- to satisfy the School's legal obligations, in relation to child protection legislation and registration with the Victorian Institute of Teachers (VIT)
- contact information for general communication.

### **Volunteers**

The School also obtains personal information about volunteers who assist the School in its functions or associated activities, to enable the School and volunteers to work together.

### **Photographs**

The School will, as part of its activities, take photographs of school activities, staff, students and other personnel for various usages such as newsletters, magazines, website, prospectus and other public relations material, for both internal and external promotion of the School.

Parents are asked to sign for consent of this on the Confidential Family and Medical Details Form. If anyone is opposed to having their own or their child's image used they should advise the School by indicating this on the above mentioned form. If an objection to the use of images is not received by the School, the School will assume consent to the uses outlined in the Enrolment Information and Agreement Form.

### **Disclosure of Personal Information**

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

- another school, as required
- Government departments
- medical practitioners
- people providing services to the School, including specialist visiting teacher, sports coaches, etc.
- recipients of School publications, such as newsletters, magazines
- anyone to whom an authorisation is given to disclose information.

### **Sensitive Information**

Sensitive information refers to a person's racial or ethnic origin, political opinions, sexual preference, religion, trade union or other professional or trade association membership, criminal record and health information.

Unless the involved party agrees otherwise, or it is allowed or required by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

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

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 filing cabinets and secured storage access.

The **National** Privacy Principles require the School to store personal information no longer than necessary. While it is kept, it is to be securely archived.

### **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 at the School by contacting **the PA to the Principal or the Registrar**.

### **The Right to Access Personal Information**

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.

To make a request to access any information the School holds, please write to the **Principal**.

### **Court Orders**

Staff, parents and students should be aware that the School may receive a subpoena which will require the School to provide documents relating to parents or to students.

Such a subpoena may require the School to disclose sensitive information, including formal or informal notes taken by teachers, pastoral care workers or administration staff.

## **Matters Relating to Use of Web Sites—Information Collected**

When the School’s website is visited, it makes a record of the visit and logs the following information for statistical purposes:

- ☐The Internet Protocol (IP) address of the machine connecting to the School website
- ☐The domain name (e.g. .com, .gov, .au, etc)
- ☐The date and time of the visit to the site
- The pages that were accessed and documents downloaded
- ☐The previous site visited by the user
- ☐The type of browser in use and its operating system

## **Access to Information Collected**

The Office of the Federal Privacy Commissioner will not make an attempt to identify users or their browsing activities. However, in the event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect Strathcona’s web server logs.

## **Use of Information Collected**

The School will only record an email address if an email is addressed to the school or used in the appropriate field in a web submission form. The supplied email address will only be used for the purpose for which it was provided. Email addresses will not be added to any mailing lists or used for any other purpose without consent.

## **Enquiries**

If you would like further information about how Strathcona manages the personal information it holds, please contact the Principal, in her capacity as both Principal and Privacy Officer.

## **REVIEW**

This policy will be reviewed by the committee having responsibility for it prior to its intended review date if

- (a) any legislative (or other) external influence suggests or makes a review necessary;
- (b) any member of the School community makes a request for a review.

In either case, the committee should then meet within two weeks of term time to review the need for a policy change.

Reviewed: Every two years

Last reviewed and approved: April 2016