

## PC-09: Privacy Policy

### Purpose

Ipswich Girls' Grammar School including Ipswich Junior Grammar School (the School) is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012 which was enacted to amend the Privacy Act 1988. This policy sets out how the School manages information provided to or collected by it.

### Scope

The policy applies to board members, staff, volunteers, parents/guardians and students, contractors, and people visiting the School site. This policy describes the type of information the School collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

### Policy

The School will collect different types of personal information from individuals, depending on the nature of the relationship. The type of information the School collects and holds includes (but is not limited to) personal information, including health and other 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 during the course of their application or employment with the School
- Other people who come into contact with the School.

### Collection of Information

The types of personal information the School collects may include: name, contact details and financial details.

The School will only collect sensitive information (which is a category of personal information that includes information regarding an individual's health, religious beliefs and racial or ethnic origin) from an individual with their consent and where reasonably necessary for one of the School's functions.

The School may collect personal information as required or authorized by an Australian law, court, or tribunal order to do so. The School will notify if this is the case along with the details of the law, court, or tribunal order.

#### **Personal information you provide to the School**

The School will collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, letters, emails, and telephone calls. On occasions people other than parents and students provide personal information.

#### **Personal information provided by third parties**

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 business/personal reference.

#### **Exception in relation to employee records**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. This Privacy Policy does not apply to how the School deals with staff records that concern current or former employees of the School.

#### **Use of personal information**

The School will use personal information it collects for the primary purpose of collection, which is to enable the School to provide education for the student, and for such secondary purposes which are related to the student's schooling which are reasonably expected, or to which an individual has consented. This includes satisfying both parents' and students' needs throughout the whole period a student is enrolled at the School.

## **Students and Parents**

The purposes for which the School uses personal information of students and parents include:

- Keeping parents/guardians informed about matters related to their child's schooling through correspondence, newsletters, and magazines
- Managing day-to-day administration
- Supporting students' educational, social, emotional, and medical well-being
- Seeking donations and marketing for the School
- Satisfying the School's legal obligations
- Allowing it to discharge its duty of care
- Enabling past students to be in contact with those from their year group via the Old Girls' Register
- Enabling the Old Girls' Association to engage with past students or publish details about past students in the OGA Press publications and the School's website.

In some cases where the School requests personal information about a student or Parent/Guardian, if the information requested is not obtained, the School may not be able to enroll or continue the enrolment of the student or permit the student to take part in a particular activity.

## **Job applicants, staff members and contractors**

In relation to the personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor. The School may keep this information on file for 1 year if the application is unsuccessful in case another position becomes available. The applicant should advise the School if they do not wish this to happen.

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

- in administering the individual's employment or contract of employment or variation of employment
- for insurance purposes
- seeking donations and marketing for the School
- to satisfy the School's legal obligations, for example in relation to child protection legislation.

## **Volunteers**

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

## **Marketing and Fundraising**

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 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 Old Girls Association, the Parents and Friends Association, the School's Marketing Office.

Parents, guardians, 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.

The School may use personal information to send fundraising information and School publications (such as newsletters and magazines). Individuals can contact the School at any time if they no longer wish to receive marketing or fundraising materials from the School.

## **Disclosure of Information**

### **Disclosure of personal information**

There are a range of people and organisations the School may disclose personal information to. The party the School discloses personal information to will depend on the dealings the individual has with the School. For example, the School may disclose personal information, including sensitive information, held about an individual to:

- another school
- government departments
- medical practitioners

- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches
- recipients of School publications, such as newsletters and magazines
- anyone a parent or guardian authorises the School to disclose information to
- anyone to whom the School is required to disclose the information by law.

### **Sending information overseas**

The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or international tour.

However, 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)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

## **Security of Information**

### **Management and security of personal information**

The School holds personal information electronically in IT systems, secure servers and databases, but also holds personal information in paper records.

The School has in place steps to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

### **Notifiable Data Breaches**

In the event of any loss, or unauthorised access or disclosure of personal information that is likely to result in serious harm, the School will investigate and notify individuals affected and the Australian Information Commissioner as soon as practicable, in accordance with the Privacy Act.

According to the Notifiable Data Breaches scheme, it is deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (the affected individuals)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
  - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
  - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic, and financial harm, as well as serious harm to reputation.

If the School suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the School will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the School entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, the School will publish a copy of the statement on its website or publicise it in another manner.

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and because of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and because of the remedial action, a reasonable

person would conclude the breach is not likely to result in serious harm.

### **Access and updating of personal information**

The School endeavours to ensure that the personal information it holds is accurate, up to date, complete, relevant, and not misleading.

Under the APPs, 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 be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or update any personal information that the School holds about an individual, the individual is required to contact the Principal in writing. Parents may update some personal information relevant to themselves or their child through the secure parent portal, Parent Lounge.

The School may require an individual to verify their identity and specify what information they require. The School may charge a fee to cover the cost of verifying the 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. If the School cannot provide with the requested access to information, the School will provide a written notice explaining the reasons for refusal.

### **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 and notices in relation to the personal information of a student to the student's parents.

The School will treat 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 the 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 to 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.

### **Enquiries and complaints**

Further information about the way the School manages the personal information it holds, along with reporting a complaint regarding a suspected breach by the School of the Australian Privacy Principles, can be made by contacting the Principal.

The School will investigate any complaint and will notify the complainant of a decision in relation to the complaint as soon as is practicable after it has been made.

### **Breach of this Policy**

All staff members have a responsibility to adhere to this policy as part of their contract of employment. If a staff member feels this policy has been breached, they should report their concern to their manager.

The School may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to school operations and practices and to ensure it remains appropriate to the changing school environment.

Individuals should refer to the Complaints Handling Policy and/or Performance Management Policy for the process and procedures that may be followed to manage breaches of this policy.

A breach of this Policy may result in disciplinary action being taken against them, up to and including the termination of employment.

## References

- *Australian Privacy Principles*
- *Privacy Act 1988 (Cth)*
- *Child Protection Policy*
- *Code of Conduct - Staff*
- *Complaints Handling Policy & Procedure*