



Privacy Policy

POLICY STATEMENT

Your privacy is important. This Privacy Policy outlines how Annesley Junior School uses and manages personal information provided to or collected by our school.

The School is bound by the Australian Privacy Principles (APP's) contained in the Commonwealth Privacy Act.

Annesley Junior 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.

POLICY DETAIL

What type of personal information does the School collect and does the School collect it?

The type of information Annesley Junior 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 ('parents') before, during and after the course of a student's enrolment at the School;

Job applicants, staff members, volunteers and contractors; and

Other people who come into contact with the School.

Personal information you provide: Annesley Junior School 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, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal information provided by other people: In some circumstances Annesley Junior 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.

Exception in relation to employee records: Under the Privacy Act, the Australian 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.

How will Annesley Junior School use the personal information you provide?

The School will use personal information it collects from you for the primary purpose of collection. The School will also use personal information collected from you for such other secondary purposes that are reasonably related to the primary purpose of collection, 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 schooling and educational services for the student. This includes satisfying the needs of parents, the needs of the students and the needs of the School throughout the whole period the student is enrolled at the School.

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

- pre-enrolment matters
- day-to-day administration
- looking after students' educational, social and medical wellbeing
- to satisfy the School's legal obligations and to allow the School to discharge its duty of care
- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and other publications
- drawing upon the expertise of particular members of the School community to assist with operations and functions
- seeking donations or financial support for the School and
- promoting and marketing the School

In some cases where the School requests personal information about a student or parent, or if the information requested is not provided, 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 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 contractor, as the case may be.

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

- in administering the individual's engagement, employment or contract, as the case may be
- for insurance purposes
- seeking donations or financial support for the School
- promotion and marketing of the School
- to comply with the School's legal obligations, for example, in relation to child protection legislation.

Volunteers: Annesley Junior School also obtains personal information about volunteers or members of parent groups who assist the School in its functions or conduct associated activities – such as Annesley Parents' Association (APA) – to enable the School and the volunteers/parent groups to work together.

Marketing and fundraising: Annesley Junior School treats marketing and seeking donations or financial support for the future growth and development of the School as an important part of ensuring the School continues to provide 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 APA, the Annesley College Foundation or the Annesley College Old Scholars' Association.

Parents, staff, contractors and other members of the wider school community may, from time to time, receive fundraising information. School publications (such as newsletters, magazines and the Annesley

Junior School website) and/or the public media (such as radio or television) which include personal information, may be used for marketing purposes.

To whom might the School disclose personal information?

Annesley Junior 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, like newsletters and magazines;
- parents;
- anyone to whom you authorise the School to disclose information and
- anyone to whom Annesley Junior School is required to disclose information by law

Sending information overseas: Annesley Junior School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' based service providers which are located outside Australia or to facilitate a school exchange, visit or trip outside Australia without:

- obtaining the consent of the individual (in some cases the consent will be implied); or
- otherwise complying with the Australian privacy principles or other applicable privacy legislation

How does Annesley Junior School treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a persons' racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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 staff at Annesley Junior School is required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

Annesley Junior School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorized access, modifications or disclosure by use of various methods, including locked storage of paper record and password protected access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act (as amended), 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. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information Annesley Junior School holds about you or your child, please contact the Principal in writing. The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing, updating and copying any material requested. If the

information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we shall provide you with written notice explaining the reason(s) for refusal.

Consent and rights of access to the personal information of students

Annesley Junior 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 parent (s). 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.

As mentioned above, parents may seek access to personal information held by the School about them or their child by contacting the School. There will, however, 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, upon 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 when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or you wish to make an inquiry related to the School's compliance with the Australian Privacy Principles, please contact the Principal who acts as the School's Privacy Officer.

The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been lodged.

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
Notice about Collection of Information by the School

1. Annesley Junior School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and educational services for your child. Allied to this, information will also be used for enrolment and administrative purposes.
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. Laws governing or relating to the operation of schools require that certain information is collected. These include relevant Public Health and Child Protection laws.
4. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles (APPS) under the *Privacy Act*. We may ask you to provide medical information and reports about your child from time to time.
5. The School, as required, either by law or as appropriate for proper discharge of our duties, will disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information regarding academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the student's parent or guardian prior to publication of photographs.
7. The School may store personal information in "the cloud" which may mean that it resides on servers which are situated outside of Australia.
8. Parents or students may seek access to personal information collected about them by contacting the School. There will, however, 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 student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the School will deal with such a complaint.
10. The School also, from time to time, engages in 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 solely for that purpose. We shall not disclose your personal information to third parties for their own marketing purposes without your consent.
11. Your contact details may also be included in a Buzz Book, published each year. You will have the opportunity to advise us before the start of each year, whether you wish and consent to having your details included in this Buzz Book.
12. 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.