



Annesley Junior School

PRIVACY POLICY

1. Introduction

1.1 Purpose

Your privacy is important. This Privacy Policy outlines how Annesley Junior School 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 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012.

This Privacy Policy also outlines Annesley Junior School's procedures for implementing Mandatory Reporting where personal information is managed inappropriately and/or an eligible data breach occurs as required in The Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth).

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.

1.2 Scope

This policy applies to all students, parents and guardians of students, employees, Council Members, consultants, volunteers and contractors of the School.

2. Definitions

Personal Information

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether or not that information or opinion is true and regardless of how it is recorded. Annesley Junior School collects personal information about our students, families, teachers, suppliers, job applicants, staff members (past and present), volunteers and contractors. It can also include other people who come into contact with the School, e.g., donors to the school or its associated bodies, including The Old Scholars Association and Annesley Foundation.

Personal information includes information about students and parents and/or guardians ('parents') for example, names, addresses, telephone numbers, email addresses, dates of birth, Medicare numbers and photographs. It can be collected and held before, during and after the course of a student's enrolment at the School, including when the students become old scholars.

Sensitive Information

Sensitive information is a subset of personal information, and includes the following, amongst other matters:

- Information or an opinion about an individual's racial or ethnic origin, religious beliefs or affiliations, political opinions, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record;
- Health information;
- Genetic information that is otherwise not health information; and,
- Biometric information.



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Data Breach

A data breach occurs when personal information held by Annesley Junior School is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.

Data breaches can occur in a number of ways. Some examples include:

- Lost or stolen laptops, removable storage devices or paper records containing personal information.
- Hard disc drives and other digital storage media being disposed of without erasing contents
- Databases containing personal information being 'hacked' into or otherwise illegally accessed by individuals outside of Annesley Junior School
- Employees, volunteers, or contractors accessing or disclosing personal information outside the requirements or authorisation of their employment or association to the school
- Paper records stolen from insecure recycling or garbage bins
- Annesley Junior School mistakenly providing personal information to the wrong person, for example by sending details out to the wrong address, and
- An individual deceiving Annesley Junior School into improperly releasing the personal information of another person.

Possible data breaches may be identified in a number of ways. Internally they may be identified by staff, students, contractors etc. External sources include community members, suppliers and other third parties.

3. What type of personal information does the Annesley Junior School collect and how does the School collect and store it?

3.1 Collection of Personal Information

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;
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parent's education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behavior notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at School events;
- Job applicants, staff members, volunteers and contractors;
 - name, contact details (including next of kin), date of birth, gender, and religion;
 - information on job application
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies: and medical certificates);
 - complaint records and investigation reports;
 - leave details;



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- photos and videos at School events;
- workplace surveillance information;
- work emails and private emails (when using work email address) and Internet browsing history; and
- Other people who come into contact with the School, such as contractors and volunteers,, including name and contact details and any other information necessary for the particular 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. It is possible for an employee to engage with Annesley Junior School in various capacities (e.g. as an employee as well as a parent of a student). The employee records exception will be applied by the School accordingly, and when it is not relevant, the requirements of this Privacy Principle will apply.

3.2 Storage of Personal Information

Personal Information may be held in paper and electronic files. Annesley Junior School will take all reasonable steps to ensure that the information we collect is stored securely. The school is required by law to retain records for certain periods of time depending on the type of record and it will comply with those legal obligations. This includes those records that may contain personal information of individuals.

The Australian Privacy Principals require Annesley Junior School not to store personal information longer than necessary. Accordingly, the school will dispose of records in accordance with accepted standards and legislative requirements. Personal information will be disposed of in accordance with accepted destruction standards, legal requirements as applicable and normal administrative practice, via a secure service provider.

If a person does not wish the School to collect certain information about them, they will need to advise the School's Privacy Officer. Any consequences this may have will be discussed with the individual.

Where Annesley Junior School receives, accesses or retains unsolicited personal information (i.e. personal information provided to Annesley Junior School which Annesley Junior School did not request), the information will be destroyed. No copies of the information will be retained.

4. 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.



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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.

By providing the School with personal information, individuals consent to the School using that personal information for the following purposes:

- 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:

- 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.

In general, the School will only disclose personal information to third parties if the staff member has authorised the third party (such as financial institutions or superannuation funds), to have access to personal information with the following exceptions:

- The School will disclose personal information when required to do so by law. This could be as a requirement to satisfy warrants, subpoenas and Tribunal or Court orders.
- The School may also disclose personal information to a third party if there are reasonable grounds to consider that the disclosure is necessary to prevent or lessen a serious or imminent threat to the life or health of the staff member or another person.

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 volunteer/parent groups to work together.



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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 or on occasions, external fundraising organisations.

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 and social media (such as radio, television, Facebook) which include personal information, may be used for marketing purposes. The School uses the personal information of students (including photographs, footage and names) for general marketing and promotional activities subject to receiving specific consent from the student's parents.

Individuals may opt out of receiving marketing and promotional material from the School at any time by contacting the Privacy Officer.

5. To whom might the School disclose personal information and store information with?

Annesley Junior School may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes to:

- other schools or teachers at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the School, including but not limited to specialist visiting teachers, counsellors and sports coaches;
- providers of learning and assessment tools;
- providers of specialist advisory services and assistance to the School, including but not limited to in the area of Human resources, child protection and students with additional needs
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages on-line platform for NAPLAN));
- people providing administrative and financial services to the School;
- recipients of School publications, like newsletters and magazines;
- student's parents or guardians;
- anyone you authorise the School to disclose information to; and
- anyone Annesley Junior School is required and authorised to disclose information to by law, including, but not limited, to child protection laws.

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 permission from parents or guardians prior to publication of photographs of students.

Sending information overseas: Annesley Junior School may disclose personal information about an individual to overseas recipients, for instance, 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



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The School may use online or 'cloud' service provider to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education, assessment and communication applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may be stored on a 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

6. How does Annesley Junior School treat sensitive information?

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.

7. Management and security of personal information

The staff at Annesley Junior School are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. All staff members are bound by a Confidentiality Agreement as part of their employment obligations.

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

8. Access and correction of personal information

Under the Commonwealth Privacy Act (as amended), an individual has the right to seek and 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.

9. 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



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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 or an order of a court.

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.

10. Mandatory Breach Notification

The *Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)* requires Annesley Junior School to undertake mandatory data breach notification to the Australian Information Commissioner and any individuals affected by a data breach that is likely to result in serious harm.

For further information on data breach notification, refer to <https://www.oaic.gov.au/privacy/notifiable-data-breaches/>

Where staff identify a suspected data breach, the Principal is to be notified as soon as possible. Following initial investigation, where it is believed Annesley Junior School has experienced or is involved in a data breach involving personal information held regarding internal or external people, Annesley Junior School must respond to and report a breach or suspected breach.

11. 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 with the School

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References	<i>Privacy Act 1988 (Cth)</i> Australian Privacy Principles (Schedule 1, <i>Privacy Act 1988 (Cth)</i>) <i>Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)</i> <i>Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)</i>