



2.6 POLICY – PRIVACY

JANUARY 2007

Privacy Amendment (Private Sector) Act 2000

This statement outlines St Mary's Coptic Orthodox College's policy concerning its management of personal information provided to, or collected by, the school.

The School may from time to time review and update this Privacy Policy and take account of new laws, changes to the School's operation and practices and to make sure it remains appropriate to the changing school environment.

Collection of personal information

The type of information the School collects and holds embraces (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;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information provided by parents and students:

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.

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.

Exception in relation to employee records:

The School is not bound by the National Privacy Principles, and this Privacy Policy does not apply, in relation 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 the employee.

Use of the personal information provided

Students and parents:

In relation to personal information of student and parents, the School's primary purpose of collection is to enable the School to provide quality schooling for its pupils. This includes satisfying both the needs of parents and the needs of the students throughout the whole period the student is enrolled at the school.

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

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' education, social and medical well-being;
- seeking donations and marketing for the school;
- satisfying the School's legal obligations and allowing 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.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, the Schools' 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 job applicants, staff members and contractors include:

- administering the individuals' employment contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- satisfying the School's legal requirement.

Volunteers:

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

Disclosure of personal information

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 and sports coaches;
- recipients of School publications, including newsletters and magazines;
- others who have been so authorised.

Management of security of personal information

The School's staff members 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 pass worded 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 at any time.

The National Privacy Principles require the School to store personal information no longer than necessary.

Checking personal information held by the School

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.

To make a request to access any information the School holds about you or your child, please contact the School in writing.

The School may require verification of identity and details of what information is required. 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.

Consent and right 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 direct any request 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 School. However, there will be occasions when access is denied such as 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.

Review Process

Review and evaluation will be undertaken according to the policy review process set out in the School Development Plan.

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