

# Privacy Policy

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## INTRODUCTION

This policy statement outlines the School's responsibilities in relation to the collection, storage and dissemination of information collected on individuals and entities.

## RATIONALE

Commonwealth Legislation has been enacted to ensure that the information collected about individuals and entities is used appropriately to the benefit not detriment of any person or organisation.

As a Christian organisation we believe in the principle of doing no harm to anyone and in fact encourage each other to encourage and uplift others above ourselves. It is our desire to protect whenever and wherever possible each and every person that interacts with Bairnsdale Christian Community School.

## AIM

The aim of this policy is to declare and outline an open and transparent management of personal information. To this end the following policy will be available on the BCCS website. [www.bccs.org.au](http://www.bccs.org.au)

## POLICY

In line with the Australian Privacy Protection Guidelines (February 2014) and to achieve the prescribed aim of this policy, the following content will outline the process and outcome for; (1) the collection of personal information, (2) dealing with personal information, (3) integrity of personal information and (4) Access to, and correction of, personal information.

### (1) COLLECTION OF PERSONAL INFORMATION

The type of information the school collects and hold includes (but is not limited to) personal information, including sensitive information, about:

- Pupils and parents and/or guardians before, during and after the course of enrolment at the School.
- Job Applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

The School will collect personal information held about an individual by way of forms completed by parents and/or pupils, face to face meetings, interviews and telephone calls. On occasions third parties may provide personal information regarding a student. (Eg. Medical professional or a reference from another school)

As per APP guidelines as a non-profit organisation BCCS will only collect sensitive information:

- where it relates to an activity that is the purpose for BCCS
- the information must relate to that activity; and
- the sensitive information must relate solely to the member of BCCS, or an individual who has regular contact with BCCS in connection with its activities.

All information will be collected by legal and fair means, and where possible from the individual themselves.

The Federal Privacy Act exempts employee records from its coverage — this means that records falling within the exemption do not have to be managed within the rules of the legislation. The handling of employee records in relation to current and former employment relationships by an employer is exempt from the National Privacy Principles (NPPs) (section 7B(3)).

## **(2) DEALING WITH PERSONAL INFORMATION**

The School will use personal information that it collects from individuals for its primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which individuals have consented.

The primary purpose of collection is to enable the School to provide Schooling for the pupil. This includes satisfying both the needs of the parents (guardians) and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

### ***Pupils and Parents:***

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

- To keep parents informed about matters related to their child's schooling
- Day to day administration
- Looking after pupils' 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.

In some cases, where the School requests personal information about a pupil or parent, if the information is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

### ***Job Applicants 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, 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 employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds 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 function or conduct associated activities, such as sporting events, alumni associations etc., to enable the School and the volunteers to work together.

### ***Marketing and Fundraising:***

The School treats marketing and seeking donations for the future growth of the School as an important part of ensuring that the School continues to be 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 Parents' and friends Club etc.

### **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 certain services to the school
- Recipients of school newsletters and other publications
- Parents
- Anyone whom the school is authorised to disclose information to.

In referring to 'sensitive information' the School means; information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership or criminal record, and health 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 specifically agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

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

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

The School requires staff to sign a confidentiality clause in their employment contract, and the School has measures in place to protect the personal information from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computer records.

## **(3) INTEGRITY OF 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 by contacting the Office/Administrator during business hours.

National Privacy Principles require the School not to store personal information longer than is necessary.

Under Federal Legislation an individual has the right to obtain access to any personal information that the School holds about them and to advise the School of any perceived inaccuracy within that information. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents.

To make a request to access information the School holds about your child, a request in writing must be submitted to the School Principal. The School will require clear proof of identity and a clear statement of what information is required to be accessed.

The School may impose a fee for providing this service but validated applications for access to personal information will not unreasonably be withheld. Access may be denied where the release of the information would have an unreasonable impact on the privacy of others, or where the release may result in the breach of the School's duty of care to the pupil.

## **(4) SUMMATION**

Further information about the manner in which the School manages personal information can be obtained by contacting the Principal.

In the interests of student safety and security it is School policy to refuse to divulge any student details or the whereabouts of a student through any means to anyone other than the custodial parent.

Any complaints an individual may have about this policy, in part or in its entirety, or its application can address such complaint to the Principal and a response will be forthcoming within seven (7) days of the receipt of such complaint.

If an individual is not satisfied with the response they receive a letter indicating clearly the issues under question can be submitted to the Board Chairperson for a response within seven (7) days of the next set Board Meeting.