11. PRIVACY POLICY
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1. Introduction

This statement outlines the Schools’ policy on how the School uses and manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act as amended in 2013.

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

2. The Law

- Privacy Act

- The Privacy Amendment Act (Private Sector) 2000

- Privacy Amendment 2013
3. Definitions

1. **Student** means a person enrolled at Gulf Christian College regardless of age.

2. **Parent** means either a biological, step parent and a person acting in the capacity of foster parent or guardian.

3. **Teacher** is a person employed in the capacity of teacher at Gulf Christian College, and includes full time, part time, casual and relief appointments.

4. **General Staff** includes those involved in administration, teacher assistants, groundsmen, cleaners, coaches, referees, job applicants and volunteers paid and unpaid working in any capacity within Gulf Christian College.

5. **Staff** includes teachers and general staff.

6. **Personal Information** means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. It includes all personal information regardless of its source.

7. **Sensitive information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record. It also includes health information.

8. **Health information** is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information. Health information also includes personal information collected in the course of providing a health service.

9. **Record** is defined as a document, database (however kept) or a photograph or other pictorial representation.
4. Responsibility

The School’s administering body maintains and monitors information it collects and thereafter deals with it in order to comply with the Australian Privacy Principles. Although not required by the Act, Gulf Christian College has appointed a Privacy Contact Representative, Margaret Sweeney. The Privacy Contact Representative answers to the Principal.

5. Scope

The School collects personal information, including sensitive information about pupils, parents and employees. The primary purpose of collection of this information is to provide Christian schooling. 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.

6. Policy Statements

6a. Collection of information

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive and health information, about -

- Pupils and parents, and/or guardians before, during and after the course of a pupil’s enrolment at the School
- Job applicants, staff members, volunteers and contractors
- Other people who come into contact with the school.

Personal Information you provide - The 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, and telephone calls. On occasions people other than parents and pupils provide personal information.

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 - Under the Privacy Act the National 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.

Unsolicited information provided to the school will be destroyed unless otherwise requiring action under law.

6b. Information likely to be collected –

Personal information –

For Pupils, this could include – name, address, phone number, date of birth, age, birth certificate, conduct reports, next of kin details, emergency contact numbers, names of doctors, school reports, assessments, referrals (eg. Government welfare agencies/departments), correspondence with parents, photos, current/previous school, health fund details and Medicare number.

For parents, this could include – name, address, email address, phone number, date of birth, vehicle registration details, occupation, marital status/problems, custody details, doctor’s name and contact information, Medicare number, other children’s details, donation history, maiden name of ex-pupils, alumni year, whether alumni had further education, professional experience, personal news.

For staff members and contractors this could include – name, company name and ABN, phone number, email address, TFN, date of birth and age, contact details of next of kin, emergency contact numbers, including doctor, residency status/work visa status, qualifications, education, academic transcript, work permit, Passport, details of previous salary, salary being sought and other salary details, details of referees, bank account number, superannuation details, marital status, letters of appointments/complaint/salaries/salaries being sought/warning/resignation, record of interview, leave applications, discipline issues, professional development appraisals, performance review, photograph, applications for promotions, references, commencement date, employment agency details and former employers.

Personal information might also be collected from other people such as board members, committee members, volunteers, neighbours, donors and others.
Sensitive Information—

For **Pupils** – religion, birth certificate, language spoken at home, religious records, whether Aboriginal, nationality, country of birth, Sacrament/parish (current parish, name of referring Priest, date and place of Baptism, Confirmation, Eucharist and Reconciliation) and Baptism Certificate.

For **Parents** – religion, country of birth and nationality

For **job applicants, staff members and contractors** – place of birth, religion, religious education, criminal record check, relevant child protection law information, member of professional associations, trade union membership, country of birth, nationality and employment history.

Health Information—

For **pupils** – medical background, immunisation records, medical records and treatments, accident reports, absentee noes, medical certificates, height and weight, nutrition and dietary requirements, assessment results for vision, hearing an speech, reports of physical disabilities, illnesses, operations, paediatric medical, psychological, psychiatric and psychometric information, developmental history, diagnosis of disorders, learning details (recipient of special procedures, assessment for speech, occupational, hearing, sight, ADD

For **parents** – history of genetic and familial disorders (including learning disabilities), miscellaneous sensitive information contained in a doctor or hospital report.

For **job applicants, staff members and contractors** – medical conditional affecting ability to perform work, health information, compensation claims and doctor’s certificates.

6c. **Use of personal information provided**

The school will use personal information it collects from you for the primary purpose of the education and wellbeing of students, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

**Pupils and Parents** – In relation to personal information of pupils and parents, the school primary purpose of collection is to enable the school to provide Christian schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.
The purposes for which the school uses personal information of pupils and parents include –

i. to keep parents informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;

ii. day-to-day administration

iii. looking after pupils’ educational, social and medical well-being

iv. seeking donations and marketing for the school

v. 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 requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Staff members – 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 applicants, staff member or contractor, as the case may be.

The purpose for which the school uses personal information of staff members include –

i. in administering the individual’s employment or contract, as the case may be

ii. for insurance purposes

iii. seeking funds and marketing for the school

iv. 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, 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 both pupils and staff thrive.

Fundraising - Personal information held by the school may be disclosed to an organisation that assists in the school's fundraising. Parents, staff, contractors and other members of the school community may from time to time receive fundraising information.
Marketing - Personal information will not be disclosed for marketing purposes without the consent of the parent / other relevant person. NB. Those wishing to ‘opt out’ of receipt of fundraising or marketing information may do so by contacting the school through the portal.

6d. Disclosure of personal information –

The school may disclose personal information, including sensitive information, held about an individual to –

i. another school

ii. government departments

iii. medical practitioners

iv. people providing services to the school, including specialist visiting teachers and sports coaches

v. recipients of school publications, like newsletters and magazines

vi. parents

vii. anyone you authorise the school to disclose information to

viii. the school will not send personal information about an individual outside Australia without –

   a. obtaining the consent of the parents / individual or

   b. otherwise complying with the Australian Privacy Principles

   c. should the College store information on external servers eg the Cloud, steps will be taken to ensure appropriate security is maintained

6e. Treatment of 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.
6f. Management and security of personal information

The school’s staff is required to respect the confidentiality of pupils’ 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.

6g. 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 Business Office at any time.

The Australian Privacy Principles require the school not to store personal information longer than necessary.

6h. You have the right to check what personal information the school holds about you

Under the Commonwealth Privacy Act, an individual has the right to seek access to any personal information that 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. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the school holds about you or your child, please contact the School 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 and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.
6i. Consent and rights of access

Parents may seek access to personal information held by the school about them or their child by contacting the school Principal. However there will 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 pupil.

The school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil 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 pupil and/or the pupil’s personal circumstances so warranted.

6j. Enquiries

If you would like further information about the way the school manages the personal information it holds, please contact the Business Manager, Margaret Sweeney.

7. Implementation

Only information, which is necessary to fulfil Gulf Christian College functions and activities, will be collected. Implementation and education of all staff and personnel will include –

i. distribution of the School’s Privacy Policy to all current staff and relevant personnel

ii. acknowledgment by all existing staff and relevant personnel that they have read and understood the Privacy Policy

iii. incorporation of the Privacy Policy into the terms and conditions of employment or engagement for all new staff and contractors, and acknowledgment that they have read and understood it
iv. appropriate reminders and notifications throughout the School of commitment to the National Privacy Principles
v. periodic compliance reviews and audits
vi. make the Privacy Policy available to anyone who asks for it

8. Complaints

The Act enables individuals to make a complaint if they feel their personal information has been handled inappropriately by the School. Complaints need to be directed in the first instance to the School, specifically to the Privacy Contact Representative, following the school’s complaints handling procedure.

The school’s aim is that most complaints can be resolved through conciliation and mediation, rather than through the courts. If the complaint is unable to be resolved at the school level, the Privacy Commissioner may investigate the complaint.

The Privacy Commissioner may not investigate a matter if the individual has not first brought a complaint to the School concerned, unless the Privacy Commissioner is of the view that this would be inappropriate.

9. Review

This Policy will be reviewed every 3 years unless as required by law.