Related Policies

Video Surveillance Policy

Rationale

This Privacy Policy sets out how Daramalan College will manage information provided to or collected by it as well as access to and correction of personal information. Daramalan College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In addition, Daramalan College is bound by other legislation relating to information such as health records.

From time to time, the College will review and update this policy to take account of new laws and technology, changes to the College’s operations and practices and to make sure it remains appropriate to the changing education environment.

Policy

1. Daramalan College staff will comply with all legislated requirements in relation to the privacy of information that is collected, held and disclosed.
2. Staff and volunteers will be advised regularly of their responsibilities in relation to privacy requirements.

Procedures

Why types of information are collected and how?

The types of information the College collects and holds include (but are not limited to) personal information including health and other sensitive information about:

- students and parents/guardians before, during and after the course of a student’s enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Personal information provided: The College will collect personal information held about an individual by way of forms filled out by parents/guardians or students, face-to-face meetings and interviews,
emails and phone calls. On occasions, people other than parents/guardians and students provide personal information.

**Personal information provided by other people:** In some instances, the College may be provided with personal information provided about an individual from a third party. For example, this could be 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 College’s treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and the employee.

**How will information provided be used?**

The College will use the personal information it collects from parents/guardians for the 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 you have consented.

**Students and parents/guardians:** In relation to the personal information of students and parents/guardians, the College’s primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of parents/guardians, the needs of the student and the College throughout the whole period the student is enrolled at the College.

The purposes for which the College uses the personal information of students and parents/guardians include:

- to keep parents/guardians informed about matters related to their child’s schooling, through correspondence, newsletter and magazines;
- day-to-day administration;
- looking after students’ educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the College; and
- to satisfy the College’s legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent/guardian, if the information requested is not obtained, the College may not be able to enrol 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 College’s primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor, as the case may be.

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

- for administering the person’s employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the College; and
- to satisfy the College’s legal obligations, for example, in relation to child protection legislation.
Volunteers: The College obtains personal information about volunteers who assist the College in its functions or conduct associated activities, to enable the College and the volunteers to work together.

Marketing and fundraising: Marketing and seeking donations for the future growth and development of the College is an important part of ensuring that the College continues to be a quality learning environment in which students and staff thrive. Personal information held by the College may be disclosed to a group that assists in the College’s fundraising. Parents/guardians, contractors, alumni and other members of the wider College community may from time to time receive fundraising information. Such publications, like newsletters and magazines, which include personal information, may be used for marketing purposes. Those who receive this information will be given the choice to opt out of receiving further information.

Who might the college disclose personal information to?

The College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- recipients of College publications such as newsletters and magazines;
- parents/guardians;
- anyone parents/guardians authorise the College to disclose information to;
- anyone to whom we are required to disclose information by law.

Sending information overseas: The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable Privacy legislation.

Some general information about students and staff may be stored with “cloud” service providers which are situated outside Australia but most personal and all sensitive information about students, parents/guardians and staff will not be stored in this fashion.

How does the College treat sensitive information?

In referring to “sensitive information” the College means: information relating to a person’s 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**

The College’s staff are required to respect the confidentiality of personal information regarding students and parents/guardians and the privacy of individuals.

The College has in place processes to protect personal information held and to prevent misuse, interference and loss, unauthorised access, modification or disclosure by various methods including locked storage of paper records and password access rights to digital records.

Information that is no longer needed will be destroyed or de-identified unless the college is legally required to keep the information. Documents will be destroyed using secure waste disposal facilities or shredders.

**Access and correction of personal information**

Under the *Privacy Act* individuals have the right to obtain access any personal information that the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/guardians, but older students may seek access and correction themselves. There are some exceptions to these rights as set out in the applicable legislation.

To make a request to access and update any personal information the College holds about a student or parent/guardian, the person should contact the College Principal in writing.

The College may require the person making such a request to verify their identity and specify what information is required. If the information sought is extensive, the College may charge a fee for locating, retrieving, reviewing and copying the information requested. The College will advise the likely cost for this service in advance.

If the College cannot provide the information requested, written notice will be provided explaining the reason/s for refusal.

**Consent and rights of access to the personal information of students**

Generally the College will refer any requests for consent and notices in relation to the personal information of a student to the student’s parents/guardians. The College will treat consent given by the parents/guardians as consent given on behalf of the student and a notice to parents/guardians will act as notice to the student.

Parents/guardians may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions will include where the 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 College’s duty of care to the student.

The College may, on the request of a student, grant the student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians. This would normally be done only 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 College manages the personal information it holds or you wish to lodge a complaint as you believe the College has breached the Australian Privacy Principles, please contact the College Principal. The Principal will investigate any complaint and will notify you of a decision in relation to your complaint as soon as it is practicable after it has been made.

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<th>College Executive</th>
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<tr>
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