



PRIVACY POLICY

Federal Privacy Laws and Grovedale College

New Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way schools can collect, use, keep secure and disclose personal information. Schools are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation.

Grovedale College is bound by the National Privacy Principles.

What kind of information does the school collect?

Grovedale College can collect information about:

- Students and parents and/or guardians 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 you provide

The School will generally collect personal information held about an individual by ways of forms filled out, face-to-face meetings and interviews and telephone calls and other communications. On occasions people other than Parents and students 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, eg. A report provided by a medical professional or a reference from another school. If you provide information to us about other people, we encourage you to inform them that you have provided us with information.

How will the school use the personal information you provide?

The School's primary purpose is for education and the duty of care of its students. The School will use personal information from an individual for the Schools primary purpose and for such other secondary purposes that are related to the primary purpose.

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and reports;
- Day-to-day administration;
- Looking after student's 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.

Consequences of not supplying information

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter. If you do not agree to this, please advise the School in writing to the Privacy Officer.

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 member or contractor. The purposes for which the School uses the information include:

- In administering the individual's employment or contract,
- 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.

Who might the School disclose personal information to?

- Another school, as required;
- Government departments;
- Medical Practitioners;
- People providing services to the School, including specialist visiting teacher and sports coaches;
- Recipients of School publications, like newsletters and magazines;
- Parents;
- Anyone you authorise the school to disclose information to.

How will the school treat sensitive information?

Sensitive information means:

Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information.

Unless you agree otherwise, or is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose⁴.

Management and security of personal information

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 storages of paper records and passworded 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 by contacting the Receptionist of the School at any time.

You have the right to check what personal information the School holds about

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. To make a request to access any information the School holds about you or your child, please write to: Mr Davin Reid, Assistant Principal. Phone 5245 4545

This document has been prepared in accordance with the guidelines as set by the National Privacy Principles, the Health Privacy Principles and in accordance with the policy by the AISV together with information from the office of the Federal Privacy Commissioner and Minter Allison

Further information may be obtained by contacting the office of the Federal Privacy Commissioner – www.privacy.gov.au

DET - <http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Grovedale College understands an individual's right to keep their personal information private is highly important.

We are committed to protecting and maintaining their privacy, accuracy and security of your personal information