

Purpose:	The Yunity School is bound by the Australian Privacy Principles contained in the Commonwealth <i>Privacy Act</i> . This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to board members, employers, employees, volunteers, parents/carers and students, contractors, and people visiting the school site; and describes the type of information the School collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
References:	<ul style="list-style-type: none">• <u>Australian Privacy Principles</u>• <u>Privacy Act 1988 (Cth)</u>• The Yunity School Child Protection Policy• The Yunity School Student Code of Conduct• The Yunity School Disability Discrimination Policy	
Status	Approved	Supersedes: Version 1
Authorised by:	Board Chair	Date of Authorisation: April 2025
Review Date:	Annually	Next Review Date: April 2026
Policy Owner:	Yunity Community Services Ltd	

Exception in Relation to Employee Records:

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to The Yunity School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between The Yunity School and employee.

Policy

This Privacy Policy and Standard Information Collection Notice sets out how The Yunity School manages personal information provided to or collected by it. The School is bound by the Australian Privacy Principles contained in the *Privacy Act*.

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

What kinds of personal information does the School collect and how does the School collect it?

The type of information The Yunity School collects and holds includes, but is not limited to, personal information, including health and other sensitive information, about:

- students and parents/carers before, during and after the course of a student's enrolment at the school, including:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents'/carers' education, occupation and language background;

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- medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
- conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
- counselling reports;
- health fund details and Medicare number;
- any court orders;
- volunteering information; and
- photos and videos at school events.
- job applicants, employees, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with the school including name and contact details and any other information necessary for the particular contact with the school.

Personal Information you provide

The Younity School will generally collect personal information held about an individual by way of forms filled out by parents/carers or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents/carers and students provide personal information. The information may be obtained digitally or in hard copy. Typically, if the information is received in hard copy, it will be scanned and stored digitally.

Personal Information provided by other people

In some circumstances The Younity 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. When a student transfers to/from another school, the new school may collect personal information about the student to facilitate the transfer to the other school.

Personal Information from other sources

The school may also collect personal information via monitoring student communications. Additionally, some sites visited as part of the whole school program may use surveillance activities e.g. CCTV surveillance. These surveillance activities would be accessed if there was an activity needing to be reviewed.

How will the School use the personal information you provide?

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

Students and Parents/Carers

In relation to personal information of students and parents/carers, The Younity School's primary purpose of collection is to enable The Younity School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take

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part in all the activities of the school. This includes satisfying the needs of parents/carers, the needs of the students and the needs of The Younity School throughout the whole period the student is enrolled at the School.

The purposes for which The Younity School uses personal information of students and parents/carers include:

- keeping parents/carers informed about matters related to the student's schooling, through correspondence and newsletters
- administering the day-to-day administration operations of The Younity School
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for the school
- satisfying The Younity School's legal obligations and allow the school to discharge its duty of care.

In some cases where The Younity School requests personal information about a student or parent/carer, if the information requested is not provided, The Younity School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic, student activities and similar news is published in newsletters, on our website and social websites this may include photographs and videos of student activities. The School will obtain permissions from the student's parent/carer and from the student if we would like to include such photographs, videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

Job applicants, Employees and Contractors

In relation to personal information of job applicants, employees and contractors, The Younity School's primary purpose of collection is to assess and if successful to engage the applicant, employee or contractor, as appropriate.

The purposes for which The Younity School uses personal information of job applicants, employees and contractors include:

- administering the individual's employment or contract
- for insurance purposes
- seeking donations 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 Younity School in its functions or conduct associated activities to enable The Younity School and the volunteers to work together, and to satisfy the school's legal obligations, for example, in relation to child protection legislation.

Marketing and Fundraising

The Younity School treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that The Younity School continues to provide a quality learning environment in which both students and employees thrive. Personal information held by The Younity School may be disclosed to organisations that assist in the school's fundraising.

Parents/carers, employees, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, e.g., newsletters, which include personal information, may be used for marketing purposes.

If a person would like to opt-out of direct marketing they contact the Principal.

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Who might the School disclose personal information to and store your information with?

The Younity School may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or employees at another school
- Younity Community Services Ltd
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to The Younity School
- recipients of school publications, such as newsletters
- students' parents/carers
- anyone you authorise The Younity School to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Sending and Storing Information Overseas

The Younity School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information in with cloud service providers which are situated outside Australia, or to facilitate a school exchange. However, The Younity School 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), otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The Younity School may use online or 'cloud' service providers to store personal information and to provide services to The Younity School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services.

The School uses Microsoft 365 which is a cloud service provider; accessing emails, communications, documents and associated apps to support the development, implementation and review of the whole school program. Restricted employee access and service providers may have the ability to access, monitor, use or disclose information associated with the whole school program.

The Younity Schools uses the student management system, Compass, provided by Compass Education Pty Ltd. The student management system encompasses enrolment, attendance, student, parent/carer and employee personal information, reporting, communications, academic work, permissions for school events. Compass Pty Ltd has a commercial reputation and ensures the integrity and security of the information, data and documents. There are regular system backups maintained in cloud storage. Compass has entities across Australia, Canada, the United Kingdom and European Economic Area (EEA). As such, data in relation to any support or maintenance request may be processed outside of Australia.

Sensitive Information

In referring to 'sensitive information', The Younity School 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.

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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 required by law.

Management and Security of Personal Information

The Younity School's employees are required to respect the confidentiality of students' and parents'/carers' personal information and the privacy of individuals. The Younity School has in place steps to protect the personal information The Younity School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records, as appropriate, and password access and restricted access (as appropriate) to computerised records.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (the affected individuals)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the school do in the event of an 'eligible data breach'?

If The Younity School suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then The Younity School will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the school entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, The Younity School will publish a copy of the statement on its website, or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which The Younity School holds about them and to advise The Younity School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents'/carers, but older students may seek access and correction themselves.

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To make a request to access or to update any personal information The Younity School holds about a person they contact the Principal in writing. The Younity School may require you to verify your identity and specify what information is required. The Younity 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 Younity School will advise the likely cost in advance.

If The Younity School is unable to provide access to information, the school will provide a written notice explaining the reasons, as appropriate, for refusal.

The School will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

The Younity School respects every parent's/carer's right to make decisions concerning their young child's education.

Generally, The Younity School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/carers. The Younity School will treat consent given by parents/carers as consent given on behalf of the student, and notice to parents/carers will act as notice given to the student.

As mentioned above, parents/carers may seek access to personal information held by The Younity School about them or their child by contacting the 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 The Younity School's duty of care to a student.

The School may, at its discretion, on the request of a student grant that student access to information held by The Younity School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

If you would like further information about the way The Younity School manages the personal information it holds, or wish to make a complaint about The Younity School's breach of the Australian Privacy Principles please contact the Principal via the link provided on the school's website or email admin@younityschools.qld.edu.au.

The Younity School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

If a person is not satisfied with the response from the school, a complaint can be made to the Office of the Australian Information Commissioner (OAIC) via www.oaic.gov.au

Version Control			
Version	Date Effective	Approved by	Summary of changes
1.0	April 2024	Board Chair	Not applicable
1.1	April 2025	Board Chair	Links to external references

APPENDIX 1 Standard Collection Notice

1. The School collects personal information, including sensitive information about students and parents/carers before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
2. 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.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. The school may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and employees at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, youth workers, coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents/carers.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School's Privacy Policy, accessible on the School's website, sets out how parents/carers or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
9. The School's Privacy Policy also sets out how parents/carers and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and school achievements, student activities and similar news is published in School newsletters, on our intranet, on our website and on social websites this may include

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photographs and videos of student activities. The School will obtain permissions from the student's parent/carer, and from the student if appropriate, if the school would like to include such photographs, videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

13. If you provide the School with the personal information of others, such as doctors/medical or specialists or emergency contacts, the school encourages you to inform them that you are disclosing that information to the School and why.

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APPENDIX 2

Alumni Association Collection Notice

1. The school may collect personal information about people from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of The Younity School and to keep alumni members informed about other members.
2. The school must have the information referred to above to enable continued connection with a person as being an alumnus of the school.
3. From time to time the school will engage in fundraising activities. The information received from a person may be used to make an appeal to you. It may also be used by The Younity School to assist in its fundraising activities. If a person does not agree to this, it needs to advise the school.
4. The school may publish details about a person on the school or Younity Community Services website. If a person does not agree to this, it needs to advise the school.
5. The School's Privacy Policy, accessible on the School's website, contains details of how a person may seek access to and correction of personal information which the School has collected and holds, and how a person may complain about a breach of the Australian Privacy Principles.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
7. If a person provides the school with the personal information of others, the school encourages the person to inform them that information has been disclosed to the school and why.

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APPENDIX 3

Employment Collection Notice

1. In applying for a position, a person provides The Younity School with personal information. The school can be contacted via admin@younityschools.qld.edu.au
2. If a person provides the school with personal information, for example, name and address or information contained on a resume, the school will collect the information in order to assess a person's application for employment. The school may keep this information on file if the application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy, accessible on the School's website, contains details of how a person may complain about a breach of the Australian Privacy Principles and how a person may seek access to and correction of personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. The school will not disclose this information to a third party without consent unless otherwise permitted.
5. The school is required to conduct a criminal record check and collect information under Child Protection law. The school may also collect other personal information about you in accordance with these laws.
6. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
7. If a person provides the school with the personal information of others, the school encourages the person to inform them that information has been disclosed to the school and why.

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APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School, a person will be providing The Younity School with personal information. The school can be contacted via admin@younityschools.qld.edu.au
2. If a person provides the schools with personal information, for example name and address or information contained on a resume, the school will collect the information in order to assess the application. We may also make notes and prepare a confidential report in respect of the application.
3. A person agrees that the school may store this information for two years.
4. The School's Privacy Policy, accessible on the School's website, contains details of how a person may complain about a breach of the Australian Privacy Principles and how to seek access to and correction of personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. The school will not disclose this information to a third party without consent unless otherwise permitted to.
6. The school is required to conduct a criminal record check and collect information under Child Protection law. The school may also collect other personal information about you in accordance with these laws.
7. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. If a person provide the school with the personal information of others, the school encourages the person to inform them that information has been disclosed to the school and why.