ERASMUS SCHOOL
OF PRIMARY EDUCATION | Let Your Light Shine

Policy Documentation

Privacy Policy

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References

- INDEPENDENT SCHOOLS VICTORIA COMPLIANCE FRAMEWORK
  www.independentschools.vic.edu.au/compliance/school_ops/privacy.htm
  www.independentschools.vic.edu.au/membersonly/pubs/privacy_manual.pdf

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1 OVERVIEW

1.1 About this policy

A Privacy Policy is needed to inform individuals about the practices of Erasmus School in relation to personal information. It also serves as a guide to the School's staff as to the standards to be applied in respect of handling personal information and ensure consistency in the School's approach to privacy.

1.2 Related policies

- Enrolment Policy and
  - http://erasmus.vic.edu.au/tours-enrolment
  - Parent Handbook – page 31 & 45
- Internet Policy.

1.3 Definitions

- ***Compliant*** - upholding all statutory requirements under the Privacy Act 1998 including the National Privacy Principles and the Health Records Act 2001.
- ***Parents*** - Parents and/or guardians of 1 or more students in context.
- ***The School*** – Erasmus School.

2 Your Privacy Is Important

Erasmus School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. 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 and its obligations.

3 What Kind Of Personal Information Is Collected And How?

The type of information collected and held includes (but is not limited to) personal information, including sensitive information, about:

- Students and parents 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.

3.1 Personal Information You Provide

A school will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and students provide personal information.

3.2 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.

3.3 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.

4 How Will The School Use The Personal Information You Provide?

A 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, or to which you have consented.

4.1 Students and Parents

In relation to personal information of students and parents, a school's primary purpose of collection is to enable the school to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the school.

The purposes for which a school uses personal information of students and Parents include:

- To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after students' educational, social, spiritual and medical wellbeing;
- 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 a school requests personal information about a student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student.

4.2 Job Applicants, Staff Members And Contractors

In relation to personal information of job applicants, staff members, pledge staff and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member, pledge staff or contractor, as the case may be. The

purposes for which a school uses personal information of job applicants, staff members, pledge staff 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.

4.3 Volunteers

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities (such as Needlework), to enable the school and the volunteers to work together.

4.4 Marketing and Fundraising

Schools treat 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 students and staff thrive. 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 wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

4.5 Parent Lists

A Parent Contact List is distributed to all families of currently enrolled students of the school. This list contains the student's name, year level, parent's name, contact phone number and email address.

As part of the enrolment process, parents may opt to withhold all or part of their contact details as they see fit. Hence, the Parent Contact List may contain a student's name, year level, parent's name but no contact details.

5 To Whom Might A School Disclose Personal Information To?

A school may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the school, including specialist visiting teachers and sports coaches;
- Recipients of school publications, like newsletters and magazines;
- Parents; and

- Anyone you (as parents) authorise the school to disclose information to.

5.1 Sending information overseas

A 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); or
- Otherwise complying with the National Privacy Principles.

6 How Does Erasmus School Treat Sensitive Information?

'Sensitive information' is depicted by 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 criminal record, that is also personal information; 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 agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

7 Management And Security Of Personal Information

The schools' staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Erasmus 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 multi-tiered password protected access rights to computerised records such as network and database access challenges.

8 Updating Personal Information

Erasmus 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 Registrar of the school at any time.

9 Your Rights

You have the right to check what personal information is held about you. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which a 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. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the school holds about you or your child, please contact the school's 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.

10 Consent And Rights Of Access Of Students

Erasmus School respects every parent's right to make decisions concerning their child's education.

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

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 student.

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

11 Enquiries

If you would like further information about the way Erasmus School manages the personal information it holds, please contact the Principal.

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