



Garden College

Privacy Policy

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SOURCE OF OBLIGATION

Criteria 3.1 of the SA Registration Standards require the College's governing authority to be responsible for determining the College's privacy policy and practices in compliance with *Commonwealth Privacy Act 1988*.

OUR POLICY

This Privacy Policy outlines how Garden College uses and manages personal information provided to or collected by it. Garden College may, from time to time, review and update this policy to take account of new laws and technology, changes to its operations and practices and to make sure the policy remains appropriate to the changing school environment.

WHAT KIND OF PERSONAL INFORMATION GARDEN COLLEGE COLLECTS AND HOW DOES IT COLLECT IT?

The type of information which Garden College collects and holds includes (but is not limited to) personal information. Including sensitive information about:

- Students and their parents and/or guardians before, during and after the course of a student's enrolment at the college:
 - Name, contact details (including next of kin), date of birth, gender, language
 - Background, previous school and religion
 - Parents' education, occupation and language background
 - 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
 - Photos and videos at School events
- Job applicants, staff members, volunteers and contractors:
 - Name, contact details (including next of kin), date of birth, and religion
 - Information on the 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 a work email address) and internet browsing history

- Other people who come into contact with Garden College.

PERSONAL INFORMATION PROVIDED BY AN INDIVIDUAL

Garden College will generally collect personal information held about an individual by way of forms filled out by Parents/guardians or students, face-to-face meetings and interviews, and telephone calls.

PERSONAL INFORMATION PROVIDED BY OTHER PEOPLE

In some circumstances, Garden College 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.

HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION YOU PROVIDE

The College 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.

STUDENTS AND PARENTS

In relation to personal information of students and parents, 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, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

The purposes for which the College 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 College,
- To contribute to aggregated data that the College may require from time to time to meet its reporting, planning, contract and funding responsibilities,
- 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 a parent, if the information requested is not obtained, the College may not be able to meet its legal obligations or to enable a quality learning environment for students.

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) to 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:

- In administering the individual's employment or contract, as the case may be,
- For insurance purposes,
- To contribute to aggregated data that the College uses to meet its reporting, planning, contract and funding responsibilities,
- To enable the College to maintain necessary staff information for entitlements including long service leave, maternity leave, workers compensation and other necessary industrial or employment purposes, and for accreditation and funding purposes
- To satisfy the College's legal obligations, for example, in relation to the child protection legislation.

VOLUNTEERS

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

MARKETING AND FUNDRAISING

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to enable a quality learning environment in schools in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in College fundraising.

Parents, staff, contractors and other members of the wider community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

TO WHOM MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION

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

- Other schools and teachers at other schools,
- Government departments,
- Medical practitioners,
- People providing educational support and health services to the College, including specialist visiting teachers, 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, operational and financial services to the school,
- Recipients of the College publications, such as newsletters and magazines,
- Students' parents or guardians,
- Anyone, you authorise the College to disclose information to, and,
- Anyone whom we are required to disclose the information by law, including child protection laws.

MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information held from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and restricted access rights to computerised records.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

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

The College may require an individual to verify their identity and specify what information they require. The College may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide an individual with access to that information, the College will provide a written notice explaining the reasons for refusal.

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

The College respects every parent's right to make decisions concerning their child's education. 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 Parents as consent given on behalf of the student and notice to Parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information about them or their child by contacting the school's 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 college's duty of care to the student.

The college may, at its discretion, on the request of a student grant that 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. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

ENQUIRIES

For further information about the way the college manages the personal information it holds please contact the college Principal. If an individual wish to complain that they believe the college has breached the Australian Privacy Principles, they should contact the college Principal. The college will investigate any complaint and will notify the complainant of a decision in relation to their complaint as soon as is practicable after it has been made.

RELATED DOCUMENTS/LINKS

- Privacy Amendment (Enhancing Privacy Protection) Bill 2012

<https://www.legislation.gov.au/Details/C2012B00077>

- Office of the Australian Information Commissioner

<https://www.oaic.gov.au/>