



Privacy Policy

Policy

This statement outlines Hunter Valley Grammar School's Policy on how it uses and manages personal information provided to, or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, the School is also bound by the New South Wales Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (Health Records Act).

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

Collection of personal information

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

- pupils and parents and/or guardians (**'Parents'**) before, during and after the course of a pupil's enrolment at the School, including:
 - Name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - Parent's education, occupation and language background;
 - Medical information (e.g. details of disability and/or allergies, absence notes, medical reports and name of doctor);
 - Conduct and complaint records, other behaviour notes, and school reports;
 - Health fund details and Medicare number;
 - Any court order;
 - Volunteering information; and
 - Photos and videos at School events.
- job applicants, staff members, volunteers and contractors including:
 - 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;

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- 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, and
- other people who come into contact with the School.

The School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings, interviews, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

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.

Under the Commonwealth Privacy Act and the Health Records Act, the Australian Privacy Principles and Health 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.

Management of personal information

The School will use personal information it collects 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 consent has been granted.

In relation to personal information of pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the pupil, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School. This includes satisfying the needs of Parents; the needs of the pupil; and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases, where the School requests personal information about a pupil or Parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

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.

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

- in 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.

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

The School treats 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 pupils 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.

Disclosure and storage of personal information

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

- other schools and teachers at those schools;
- government departments;
- medical practitioners;
- people providing educational, support and health services to the School, including specialist visiting teachers, counsellors, sports coaches, volunteers and providers of learning and assessment tools;
- providers of specialist advisory services and assistance to the School, including in the area of human resources, child protection and students with additional needs;
- assessment and educational authorities; including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administrative Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing administrative and financial services to the School;
- recipients of School publications, such as newsletters and magazines;
- pupils' parents or guardians;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

The School may disclose personal information about an individual to overseas recipients. However, the 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

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- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

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. 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 be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

Treatment of sensitive information

In referring to 'sensitive information', the 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; and 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 person affected agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

Security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

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

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

Parents may seek access to personal information held by the School about them or their child by contacting the School Principal in writing. 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 pupil.

The School may require parents to verify their identity and specify what information they require. The School may charge a fee to cover the cost of verifying an 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. If the School cannot provide access to the information requested, the School will provide written notice explaining the reasons for refusal.

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The School respects every Parent's right to make decisions regarding their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the pupil reaches 18 years of age or the pupil's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe the School has breached the Australian Privacy Principles please contact the School Principal by writing or telephone at (02) 49342444. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as it is practicable after it has been made.

Resources

The School will provide the appropriate resources and structure to facilitate the implementation of this policy.

The Principal, supported by the Compliance Manager, is responsible for the implementation of this Policy.

Supporting Policy Documentation

- Mandatory notification of Eligible Data Breach – Summary
- Data Breach Response Plan
- Data Breach Risk Assessment Factors

Evaluation

The Board is responsible for evaluating compliance with the policy. Evaluation will be facilitated by means of:

- Principal's Report to every Board Meeting;
- Minutes from Board Committee Meetings;

Record of Review

Version	Date	Description
1	June 2007	New policy document endorsed by the board
2	May 2011	Policy document reviewed and amended
3	March 2014	Policy document reviewed and amended
4	May 2017	Policy document reviewed and amended
5	February 2019	Policy document reviewed and amended
6	May 2021	Planned review

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