



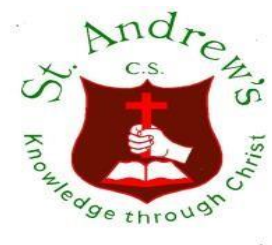
Privacy Policy and Standard Collection Notice

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SCOPE OF POLICY AND SOURCE OF OBLIGATION

In the course of St. Andrew's Christian School's activities, we manage and protect personal information in accordance with the Commonwealth Privacy Act 1988 (Cth) (Privacy Act) and the 13 Australian Privacy Principles (APPs) and the Health Records and Information Privacy Act 2002.

This Policy is intended to be made available to students, parents, prospective parents, job applicants, staff, volunteers and others including past students, contractors, visitors and others that come into contact with the School.

This policy outlines the circumstances in which we obtain personal information, how we use and disclose that information and how we manage requests to access and/or change that information.

This policy also describes:

- Who we collect information from
- The types of personal information collected and held by us
- How this information is collected and held
- The purposes for which your personal information is collected, held, used and disclosed
- How you can gain access to your personal information and seek its correction
- How you may complain or inquire about our collection, handling, use or disclosure of your personal information and how that complaint or inquiry will be handled; and
- Whether we are likely to disclose your personal information to any overseas recipients.

WHAT IS THE PERSONAL INFORMATION AND HOW DO WE COLLECT IT?

Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, we may collect personal information from the individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant, alumni, visitors or others that come into contact with the school.

In the course of providing services we may collect and hold:

- **Personal Information** including names, addresses and other contact details; dates of birth; next of kin details; financial information, audio visual images and attendance records. Other items we collect (particularly in relation to student and parent records) include religious beliefs, government identifiers, nationality, country of birth, languages spoken at home, professional memberships, family court orders and criminal records.
- **Sensitive Information (particularly in relation to student and parent records)** including government identifiers (such as TFN), religious beliefs, nationality, country of birth, professional memberships, family court orders and criminal records

- **Health Information (particularly in relation to student and parent records)** including medical records, disabilities, immunisation details and psychological reports, individual health care plans, counselling reports, nutrition and dietary requirements.

As part of our recruitment processes for employees, contractors and volunteers, we may collect and hold:

- **Personal Information** including names, addresses and other contact details, dates of birth, financial information, citizenship, employment references, regulatory accreditation, media, directorships, property ownership and driver's licence information.
- **Sensitive Information** including government identifiers (such as TFN), nationality, country of birth, professional memberships, family court orders and criminal records.
- **Health Information** (particularly in relation to prospective staff and student records) including medical records, disabilities, immunisation details and psychological reports.

HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect personal information from students, parents, prospective parents, job applicants, staff, volunteers and others including past students, contractors, visitors and others that come into contact with the School. Generally, we will seek consent from the individual in writing before we collect their sensitive information (including health information).

It is noted that employee records are not covered by the Australian Privacy Principles or the Health Privacy Principles where they relate to current or former employment relations between the school and the employee.

The collection of personal information depends on the circumstances in which St. Andrew's Christian School is collecting it. If it is reasonable and practical to do so, we collect personal information directly from the individual.

SOLICITED INFORMATION

St. Andrew's Christian School has, where possible, attempted to standardise the collection of personal information by using specifically designed forms (e.g. an Enrolment Form). However, given the nature of our operations we also receive personal information by email, letters, notes, via our website, over the telephone, in face-to-face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.

We may also collect personal information from other people (e.g. a third-party administrator, referees for prospective employees) or independent sources. However, we will only do so where it is not reasonable and practical to collect the personal information from the individual directly.

UNSOLICITED INFORMATION

St. Andrew's Christian School may be provided with personal information without having sought it through our normal means of collection. This is known as "unsolicited information" and is often collected by:

- Misdirected postal mail – Letters, Notes, Documents
- Misdirected electronic mail – Emails, electronic messages
- Employment applications sent to us that are not in response to an advertised vacancy
- Additional information provided to us which was not requested.

Unsolicited information obtained by St. Andrew's Christian School will only be held, used and or disclosed if it is considered as personal information that could have been collected by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the personal information as appropriate.

COLLECTION AND USE OF SENSITIVE INFORMATION

We only collect sensitive information if it is:

- reasonably necessary for one or more of these functions or activities, and we have the individual's consent
- necessary to lessen or prevent a serious threat to life, health or safety
- another permitted general situation
- another permitted health situation.

We may share sensitive information to other entities in our organisation structure, but only if necessary for us to provide our products or services.

HOW DO WE USE PERSONAL INFORMATION?

St. Andrew's Christian School only uses personal information that is reasonably necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by you, or for an activity or purpose to which you have consented.

Our primary uses of personal information include, but are not limited to:

- Providing education, pastoral care, extra-curricular and health services
- Satisfying our legal obligations including our duty of care and child protection obligations
- Keeping parents informed as to school community matters through correspondence, newsletters and magazines
- Marketing, promotional and fundraising activities
- Supporting the activities of school associations

- Supporting community based causes and activities, charities and other causes in connection with the School's functions or activities
- Helping us to improve our day-to-day operations including training our staff
- Systems development; developing new programs and services; undertaking planning, research and statistical analysis
- School administration including for insurance purposes
- The employment of staff; and
- The engagement of volunteers.

We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and the secondary purpose is directly related to the primary purpose.

We may share personal information to related bodies corporate, but only if necessary for us to provide our services.

The School may disclose information about an individual to overseas recipients only when it is necessary, for example to facilitate a student exchange program. The School will not however send information about an individual outside of Australia without their consent.

WHAT WAYS CAN INFORMATION BE SHARED?

The sharing of information to progress effective and cohesive student transition between schools and jurisdictions is a key responsibility of school principals.

There are four circumstances in which information can be shared within and between the three school sectors in NSW. These sectors are the Association of Independent Schools (AIS), the Catholic Education Commission (CEC) and the Department of Education and Communities (DEC).

1. **Sharing Information By Consent** - This occurs when the parent (or depending on their age and/or capacity, the student) has consented to the information being shared. Consent of parents is typically sought as part of enrolment procedures.
2. **Sharing Information to Assist Decision Making Regarding the Safety, Welfare or Wellbeing of a Student**

Provisions under Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998 allow a school in NSW to provide another school in NSW with information it reasonably believes would be helpful for the safety, welfare or wellbeing of a child or young person. This applies within and between the school sectors. Schools can also request information from another school.

This can include information about:

- a child or young person's history or circumstances including educational records, student welfare records or counselling records
- a parent, other family member or carer (as it relates to the child or young person or could impact on the school)

- any person/s having a significant or relevant relationship with a child or young person
- information about whether a person poses a risk to the safety, welfare or wellbeing of a child or young person
- the school's dealings with the child or young person, including past support.

To exchange information the school must reasonably believe it would assist the other school in relation to the safety, welfare or wellbeing of the student or group of students to:

- make any decision, assessment or assist in the development of learning and support plans
- initiate or conduct an investigation
- to manage any risk to the student (or group of students).

It is not necessary for the school to receive a request from the other school – the law permits the information to be provided proactively.

The information gained must only be accessed by staff directly involved in decision making for the student (or group of students).

Information received under Chapter 16A must be handled and stored in a secure way. A written record of exchanges of information under Chapter 16A should be made and stored in a way that is consistent with the existing legislation (including the *State Records Act 1998*, *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Protection Act 2002*).

3. Sharing Information about Health and Safety Risks due to a Student's Violent Behaviour

Power under Part 5A of the NSW Education Act 1990 allows government and non-government schools in NSW to exchange information that is relevant to the assessment and management of health and safety risks to students or staff arising from a student's history of violent behaviour.

Guidelines issued under Part 5A of the NSW Education Act 1990 provide direction on exchange of information in these circumstances. The guidelines are published on each sector's internet site. Links are provided at the end of the document. Compliance with the guidelines is mandatory.

Schools can request information from other schools to assist them to:

- a. assess whether the new or continuing enrolment of a particular student is likely to constitute a risk to students or staff because of that student's violent behaviour; and
- b. develop and maintain strategies to eliminate or control a risk.

Information about a student with a history of violent behaviour can be requested. Part 5A of the Education Act provides:

- Information, as defined in the guidelines, can be requested once the potential risk posed by the student's violent behaviour is identified and the school is reasonably satisfied that another school may hold that information. This could take place prior to enrolment or after the student has started attending school. Information can also be obtained about a student after they have turned 18.

When a student has:

- been expelled from a school (government or non-government) or
- had their enrolment terminated (non-government school only) and
- is seeking enrolment in another school (government or non-government)
- the principal of the new school can request all information relevant to the assessment and management of health and safety risks from the previous school.

Some examples violent behaviour relevant to the assessment and management of health and safety include (but are not limited to):

- physical attacks
- carrying a prohibited weapon, firearm or knife
- attacks using an implement such as scissors or pens
- physical aggression or violence towards animals
- malicious damage
- self-harming behaviours.

Other than violent, behaviours including but not limited to the following may be relevant:

- persistent verbal bullying
- repeated sexual harassment or use of racist, sexist or homophobic language or language mocking the disability of a student, member of staff or visitor to a school
- written abuse including:
 - writing threatening or abusive letters
 - graffiti targeting individuals or particular groups
 - bullying or harassment using text messages or email, posting on internet sites
 - making inappropriate videos, photographs or sound recordings and/or sharing or texting them and posting them on websites
 - threats and intimidation
 - physical stalking, or using technology (eg. Facebook) for stalking.

4. **Sharing Information where an Exception to Privacy Legislation Applies**

Privacy legislation provides exceptions in particular circumstances in which information can be shared. This could include a medical or other emergency in which a person's life or health is under serious and imminent threat, or where disclosure is ordered or authorised by a court.

STORAGE OF PERSONAL INFORMATION

We store personal information in a variety of formats including on databases, in hard copy files and on personal devices including laptop computers, mobile phones, cameras and other recording devices.

The security of your personal information is important to us and we take all reasonable steps to protect the personal information we hold about you from misuse, loss, unauthorised access, modification or disclosure.

St. Andrew's Christian School stores Personal Information in a variety of formats including, but not limited to:

- Databases
- Hard copy files
- Personal devices, including laptop computers
- Third party storage providers such as cloud storage facilities; and
- Paper based files.

Storage of Personal Information

St. Andrew's Christian School takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

These steps include, but are not limited to:

- Restricting access to information on the School databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Staff access is subject to user privilege
- Ensuring access to St. Andrew's Christian School's premises are reasonably secured at all times
- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis

- Implementing physical security measures around the school buildings and grounds to prevent break-ins
- Ensuring our IT and cyber security systems, policies and procedures are implemented and up to date
- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the APPs or a similar privacy regime; and
- The destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.

Our public website may contain links to other third-party websites outside of St. Andrew's Christian School. St. Andrew's Christian School is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

INFORMATION COLLECTED FROM OUR WEBSITE

We may collect information based on how individuals use our website. We use "cookies" and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisements which bring visitors to our website. This information is collected to analyse and improve our website, marketing campaigns and to record statistics on web traffic. We do not use this information to personally identify individuals.

RESPONDING TO DATA BREACHES

St. Andrew's Christian School will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to publicise the contents of this statement.

DISCLOSURE OF PERSONAL INFORMATION

Personal information is used for the purposes for which it was given to St. Andrew's Christian School or for purposes which are directly related to one or more of our functions or activities.

Personal information may be disclosed to government agencies, other parents, other schools, recipients of school publications, visiting teachers, counsellors and coaches, our services providers, agents, contractors, business partners, related entities and other recipients from time to time, if the individual:

- Has given consent; or
- Would reasonably expect the personal information to be disclosed in that manner

St. Andrew's Christian School may disclose personal information without consent or in a manner which an individual would reasonably expect if:

- We are required to do so by law
- The disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety
- Another permitted general situation applies
- Disclosure is reasonably necessary for a law enforcement related activity; or
- Another permitted health situation exists.

DISCLOSURE OF YOUR PERSONAL INFORMATION TO OVERSEAS RECIPIENTS

Personal information about an individual may be disclosed to an overseas organisation in the course of providing our services, for example when storing information with a "cloud service provider" which stores data outside of Australia

We will however take all reasonable steps not to disclose an individual's personal information to overseas recipients unless:

- We have the individual's consent (which may be implied)
- We have satisfied ourselves that the overseas recipient is compliant with the APPs, or a similar privacy regime
- We form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or
- We are taking appropriate action in relation to suspected unlawful activity or serious misconduct.

PERSONAL INFORMATION OF STUDENTS

The Privacy Act does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.

At St. Andrew's Christian School we take a common sense approach to dealing with a student's personal information and generally will refer any requests for personal

information to a student's parents/carers. We will treat notices provided to parents/carers as notices provided to students and we will treat consents provided by parents/carers as consents provided by a student.

We are, however, cognisant of the fact that children do have rights under the Privacy Act, and that in certain circumstances (especially when dealing with older students and especially when dealing with sensitive information), it will be appropriate to seek and obtain consents directly from students. We also acknowledge that there may be occasions where a student may give or withhold consent with respect to the use of their personal information independently from their parents/carers.

There may also be occasions where parents/carers are denied access to information with respect to their children, because to provide such information would have an unreasonable impact on the privacy of others, or result in a breach of the school's duty of care to the student.

THE QUALITY OF PERSONAL INFORMATION

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up-to-date, including at the time of using or disclosing the information.

If St. Andrew's Christian School becomes aware that the Personal Information is incorrect or out of date, we will take reasonable steps to rectify the incorrect or out of date information.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

You may submit a request to us to access the personal information we hold, or request that we change the personal information. Upon receiving such a request, we will take steps to verify your identity before granting access or correcting the information.

If we reject the request, you will be notified accordingly. Where appropriate, we will provide the reason/s for our decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change and we will attach this to their record.

PRIVACY COMPLAINTS

You can make a complaint about how St. Andrew's Christian School manages personal information, including a breach of the APPs by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we make seek further information in order to provide a full and complete response.

St. Andrew's Christian School does not charge a fee for the handling of complaints.

If you are not satisfied with our response, you may refer the complaint to the OAIC. A complaint can be made using the OAIC online [Privacy Complaint form](#) or by mail, fax or email.

A referral to OAIC should be a last resort once all other avenues of resolution have been exhausted.

HOW TO CONTACT US

St. Andrew's Christian School can be contacted about this Privacy Policy or about personal information generally, by:

- Emailing reception@standrewscs.nsw.edu.au
- Calling 02 66434770
- Writing to our Principal at 84 Washpool Road Clarenza NSW 2460 or for complaints email complaints@standrewscs.nsw.edu.au

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

CHANGES TO OUR PRIVACY AND INFORMATION HANDLING PRACTICES

This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website www.standrewscs.nsw.edu.au regularly for any changes.

This Privacy Policy was last reviewed: June 2021