

# POLICY



## PRIVACY Standard Collection Notice



**This policy addresses issues in relation to:  
Safe and Supportive Environment – Student Welfare 3.6.2**

*The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.*

## PURPOSE

This Privacy Policy sets out how the School manages personal information provided to or collected by the school.

International Football School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

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

## PROCEDURE

### 1. Personal Information the School Collects and How it Collects it

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

- a. Students and parents and/or guardians ('Parents') before, during and after the course of a Student's enrolment at the School;
- b. job applicants, staff members,
- c. volunteers and contractors; and
- d. other people who come into contact with the School.

#### 1.1 *Provision of Personal Information*

The School will generally collect personal information about an individual by forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls.

In some circumstances the School may be provided with personal information about an individual from a third party, for example by a medical professional or a reference from another school.

### 2. The Use of Personal Information

#### 2.1 *Students and Parents*

In relation to personal information of students and parents, the primary purpose of collection is to enable the School to provide schooling for the student. This includes meeting the needs of parents, the student and the School throughout the period of enrolment. The purposes for which the School uses personal information of students and parents include:

- a. day to day administration of the school;
- b. to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- c. looking after Students' education and welfare and
- d. to meet the School's legal obligations and allow the School to discharge its duty of care.

Where personal information is requested and not provided, the 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.

## **2.2 Job Applicants, Staff Members and Contractors**

In relation to personal information of job applicants, staff members and contractors, the primary purpose of collection is to assess and to engage the applicant, staff member or contractor. The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- administering the individual's employment or contract, as the case may be;
- insurance and
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

## **2.3 Volunteers**

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as parent helpers, to enable the School and the volunteers to work together (refer to Visitor's Policy).

## **3. Disclosure and Storage of Personal Information**

The School may disclose personal, sensitive or health held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- Parents;
- anyone an individual authorises the School to disclose information to; and
- anyone the school is required to disclose the information to by law.

### **3.1 Sending and Storing Information Overseas**

The School may disclose personal information about students. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual; or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside Australia.

## **4. 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 or practices or criminal record, that is also personal information; 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 or the use or disclosure of the sensitive information is allowed by law.

As a matter of professionalism, staff are instructed not to discuss/disclose personal/sensitive/confidential information relating to students/parents/other staff. Should it be necessary, staff may pass on relevant information through appropriate channels, ensuring that the information is on "a need to know basis" and that the privacy and integrity of information is maintained.

## **5. Management and Security of Personal Information**

Staff are required to respect the confidentiality of Students' and Parents' personal information and the privacy of individuals. The School stores personal information in a variety of formats including on databases, soft copy and hard copy files. 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:

- Restricting access to personal/sensitive information on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile on the School's Edumate management software.
- Ensuring where sensitive and health information is stored in hard copy files that these files are stored in lockable filing cabinets in secure rooms (Administration Office / Accounts Office) Access to these records

is restricted to staff on a need to know basis.

- Storing all personal information about staff such as qualifications, payment details and tax file numbers with the School Accountant / CEO in a lockable and secure room.
- Implementing ICT security systems, such as email and internet usage and confidentiality are designed to ensure that staff follow correct protocols when handling personal information (Refer to Technology Agreement).
- Ensuring all staff are aware that they are not to reveal or share personal passwords or access codes.

## **6. 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 School holds about them and to advise the School of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents. There are some exceptions to these rights set out in the applicable legislation.

Parents may contact the School to access or update any personal information the School holds 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 student.

## **7. Consent and Rights of Access to the Personal Information of Students**

The 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. The 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.

## **8. Enquiries / Grievances**

For further information regarding the manner in which the School manages the personal information it holds, or to discuss any privacy issues/concerns please contact the School Principal. Individuals who believe that the School has breached the Australian Privacy Principles, may refer to the International Football School Grievance Policy and Procedures.

### *Related Policies*

*Visitors Policy*

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### **Date of Next Review**

**January 2018**

or earlier where amendments in legislation require immediate policy reviews