

# **Loxton Lutheran School**

## **Privacy Policy**

### **INTRODUCTION**

This Privacy Policy sets out how Loxton Lutheran School manages personal information provided to or collected by it.

Loxton Lutheran 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 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.

### **WHAT KINDS OF PERSONAL INFORMATION DOES THE SCHOOL COLLECT AND HOW DOES THE SCHOOL COLLECT IT?**

The type of information Loxton Lutheran 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, before, during and after the course of a pupil's enrolment at the school.
- job applicants, staff members, volunteers and contractors.
- other people who come into contact with the school.

#### ***Personal Information you provide:***

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

#### ***Personal Information provided by other people:***

In some circumstances Loxton Lutheran 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.

#### ***Exception in relation to employee records:***

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy policy does not apply to Loxton Lutheran 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.

### **HOW WILL THE SCHOOL USE PERSONAL INFORMATION YOU PROVIDE?**

Loxton Lutheran School will use personal information it collects from you for the primary purpose of collection, and for such secondary purposes that are reasonably related to the primary purpose of collection, or to which you have consented.

#### ***Pupils and Parents:***

In relation to personal information of pupils and parents, Loxton Lutheran School's primary purpose of collection is to enable the school to provide schooling and educational services to the pupil. This includes satisfying the needs of parents, the needs of the pupil and the need of the school throughout the whole period the pupil is enrolled at school.

The purposes for which Loxton Lutheran 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 the pupil's educational, social and medical well-being.
- 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 the school requests personal information about a pupil or parent, if the information requested is not provided, 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.

***Job applicants, staff members and contractors:***

In relation to personal information of job applicants, staff members and contractors, Loxton Lutheran School'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 school 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.
- seeking donations and marketing for the school.
- to satisfy the school's legal obligations, for example, in relation to child protection legislation.

***Volunteers:***

Loxton Lutheran School also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, to enable the school and the volunteers to work together.

***Marketing and fund-raising:***

Loxton Lutheran 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 provide a quality learning environment in which both pupils and staff thrive. Personal information held by the school may be disclosed to organisations that assist 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, and/or the public media (such as radio and television) which include personal information, may be used for marketing purposes.

**TO WHOM MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION?**

Loxton Lutheran 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, counsellors and sports coaches.

- recipients of school publications, such as newsletters and magazines.
- parents.
- anyone to whom you authorise the school to disclose information.
- anyone to whom the school is required to disclose information to by law.

### ***Sending information overseas:***

Loxton Lutheran School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia, or to facilitate a school exchange. 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).
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

### **HOW DOES THE SCHOOL TREAT SENSITIVE INFORMATION?**

In referring to 'sensitive information', Loxton Lutheran 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.
- criminal record that is personal information.
- health information.
- biometric information about a person.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use of disclosure of the sensitive information is allowed by law.

### **MANAGEMENT AND SECURITY OF PERSONAL INFORMATION.**

Loxton Lutheran School's staff is 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.
- pass-word access rights to computerised records.

### **ACCESS AND CORRECTION OF PERSONAL INFORMATION.**

Under the Commonwealth Privacy Act, an individual has the right to gain 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.

To make a request to access or update any personal information the school holds about you or your child, you are asked to contact the school 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. If the school cannot provide you with access to that information, you will be provided with written notice explaining the reasons for refusal.

## **CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS.**

Loxton Lutheran 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 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.

As mentioned above, parents may seek access to personal information held by the school about them or their child by contacting the Principal. However, there will be occasions when the 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, 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 maturity of the pupil and/or the pupil's personal circumstances so warranted.

## **ENQUIRES AND COMPLAINTS.**

If you would like further information about the way Loxton Lutheran School manages the personal information it holds, or wish to complain that you believe that the school has breached the Australian Privacy Principles, you are asked to contact the Principal. The school will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been made.