



Mawarra Independent School

Privacy Policy

Purpose:	Mawarra Independent School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to School Management Committee members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
References:	<ul style="list-style-type: none"> • Australian Privacy Principles • Privacy Act 1988 (Cth) • Child Protection Policy • Disabilities Policy 	
Supersedes:	Previous	
Authorised by:	Principal	Date of Authorisation: January 2022
Review Date:	Annually, as appropriate, to take account of new laws and technology, changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date: January 2023
Policy Owner:	School Management Committee	



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Exception in Relation to Employee Records:

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Mawarra Independent School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Mawarra Independent School and employee.

Policy

This Privacy Policy sets out how Mawarra Independent School manages personal information provided to or collected by it. Mawarra Independent School is bound by the Australian Privacy Principles contained in the *Privacy Act*. Mawarra Independent School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Mawarra Independent 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 Mawarra Independent School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at Mawarra Independent School:
 - 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; and
 - 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 job application.
 - professional development history.



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- 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 work email address) and Internet browsing history
- other people who come into contact with the Mawarra Independent School including name and contact details and any other information necessary for the particular contact with the school.

Personal Information you provide:

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

Personal Information provided by other people:

In some circumstances Mawarra Independent 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.

How will the School use the personal information you provide?

Mawarra Independent School 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 by you, or to which you have consented.

Students and Parents

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

The purposes for which Mawarra Independent School 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



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- day-to-day administration of Mawarra Independent School
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for Mawarra Independent School
- to satisfy Mawarra Independent School's legal obligations and allow the school to discharge its duty of care.

In some cases where Mawarra Independent School requests personal information about a student or parent, if the information requested is not provided, Mawarra Independent School may not be able to enroll or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, school camps and school excursions. Mawarra Independent School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Mawarra Independent 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 Mawarra Independent 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
- to satisfy the Mawarra Independent School's legal obligations, for example, in relation to child protection legislation.

Volunteers

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

Marketing and Fundraising

Mawarra Independent School treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that Mawarra Independent School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Mawarra



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Independent School may be disclosed to organisations that assist in the school's fundraising, for example, the Mawarra Independent School's Parent and Family Committee or, on occasions, external fundraising organisations.

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.

If you would like to opt-out of direct marketing please contact the School Principal.

Who might the School disclose Personal Information to and store your information with?

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

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to Mawarra Independent, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and 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 and financial services to Mawarra Independent School
- recipients of School publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise Mawarra Independent School to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Sending and Storing Information Overseas

Mawarra Independent School will not disclose personal information about an individual outside of Australia without obtaining the consent of the individual (in some cases this will be implied) or otherwise complying with National Privacy Principles.



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Sensitive Information

In referring to 'sensitive information', Mawarra Independent 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; 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 you agree otherwise, or the use or disclosure of the sensitive information is required by law.

Management and Security of Personal Information

Mawarra Independent School 's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Mawarra Independent School has in place steps to protect the personal information Mawarra Independent School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the school do in the event of an 'eligible data breach'?

If Mawarra Independent School suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach



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has occurred, then Mawarra Independent School will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the school entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Mawarra Independent School will publish a copy of the statement on its website or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

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

To make a request to access or to update any personal information Mawarra Independent School holds about you or your child, please contact the School Principal in writing. Mawarra Independent School may require you to verify your identity and specify what information you require. Mawarra Independent 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, Mawarra Independent School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Mawarra Independent School will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Mawarra Independent School respects every parent's right to make decisions concerning their child's education. Generally, Mawarra Independent School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents.

Mawarra Independent 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.



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As mentioned above, parents may seek access to personal information held by Mawarra Independent School about them or their child by contacting the School 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 Mawarra Independent School 's duty of care to a student.

Mawarra Independent School may, at its discretion, on the request of a student grant that student access to information held by Mawarra Independent School 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 warrant it.

Enquiries and Complaints

If you would like further information about the way Mawarra Independent School manages the personal information it holds or wish to make a complaint about Mawarra Independent School 's breach of the Australian Privacy Principles please contact the Principal at principal@mawarraindependentschool.org.au.

In the case the complaint relates to the Principal, the complaint should be directed to the School Management Committee. Mawarra Independent School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.