



Privacy Policy

Camberwell Anglican Girls' Grammar School ("The School") is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The purpose of this policy is to outline how the School uses and manages personal information.

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.

Information Collected

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

- Students and parents and/or guardians;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

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

Personal information provided by other people: 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.

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 the Schools treatment of an employee record, where the record is directly related to a current or former employee of the School.

How the School Uses Personal Information

The 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, or to which you have consented.

Students and Parents

In relation to personal information of students and parents, the Schools primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the student, throughout the whole period the student is enrolled at the School.



The purposes for which the 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;
- Day to day administration;
- Looking after students' 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 student or parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members and contractors

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 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 individuals employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing the School; and
- To satisfy the School's legal requirements.

Volunteers

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

Marketing and Fundraising

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring the School continues to meet its vision; that is, to be a internationally renowned as one of Australia's most dynamic and innovative girls schools. Personal information held by the School may be disclosed to an internal organisation that assists in the School's fundraising, for example the Camberwell Girls Grammar School Foundation.



Parents, staff, contractors and other members of the wider School Community may from time to time receive fundraising information. School publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

Disclosure of Personal Information

The School may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government Departments;
- Medical Practitioners;
- People providing service to the School, including specialist visiting teachers and sports coaches;
- Recipients of School publications, such as newsletters and magazines;
- Parents; and
- Anyone you authorise the School to disclose information to.

Disclosure of Personal Information Overseas

The School will not send personal information about an individual outside Australia without:

- Obtaining consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the Australian Privacy Principles

Sensitive Information

In referring to 'sensitive information', the School means: information relating to a persons racial or ethnic origin, political opinions, religion, trade union or professional association membership, sexual preferences, criminal record or health 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 when the use or disclosure of the sensitive information is allowed by law.

Management and Security of Personal Information

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



Updating Information

The School endeavours to ensure that the personal information it holds is accurate, complete and up to date, relevant and not misleading. A person may seek to update their personal information held by the School at any time.

Access to Personal Information

Under the Commonwealth Privacy Act, an individual has the right to request access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy.

Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there are some occasions where access may be 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.

The School may, at its discretion, on the request of a student grant that student access to information held by the 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 student involved had reached 18 years of age, but the School could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

Requests to access any information the School holds about you or your child should be forwarded in writing to the Principal. The School may require you to verify your identity and specify what information you wish to view.

Breach of Australian Privacy Principles

If a person believes the School has breached its obligations under the Australian Privacy Principles, that person should forward a complaint in writing to the Business Manager. The complaint should include sufficient details of the alleged breach. The School will respond to that person within a reasonable time after receipt of the complaint. In responding to that person, the School will determine whether a breach has occurred and, if so, the appropriate response in light of the circumstances.

If the person does not believe the complaint was adequately dealt with by the School, that person may make a further complaint to the Privacy Commissioner and seek advice regarding any such complaint from the Privacy Hotline on 1300 363 992. Information is also available on the Commonwealth Government Office of the Australian Information Commissioners website at <http://www.oaic.gov.au>

Once referred to the Privacy Commissioner the complaint will be dealt with by way of conciliation. If a resolution cannot be reached the Privacy Commissioner may make a determination which is binding on the parties and enforceable at law.



Camberwell Girls Grammar School
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A person wishing to make a complaint should first attempt to resolve any complaint with the School directly before referring the complaint to the Privacy Commissioner.

Consent

The School respects every parent's right to make decisions concerning their child's education.

Generally, the School will refer any request 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.

Enquiries

If you would like further information about the way the School manages the personal information it holds, please contact the Principal on (03) 9813 1166.

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