

## **Shelford Girls' Grammar**

### **Privacy Policy**

#### **FEDERAL PRIVACY LAWS**

New Federal Privacy Laws became effective from 21 December 2001. The legislation regulates the way schools can collect, use, keep secure and disclose personal information. Schools are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation.

Shelford Girls' Grammar is bound by the *National Privacy Principles*.

#### **What kind of information does the school collect?**

Shelford can collect information about:

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the School;
- 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 ways of forms filled out, face-to-face meetings and interviews and telephone calls and other communications. 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, eg. a report provided by a medical professional or a reference from another school. If you provide information to us about other people, we encourage you to inform them that you have provided us with information.

#### **How will the school use the personal information you provide?**

The School's primary purpose is for education and the duty of care of its students. The School will use personal information from an individual for the School's primary purpose and for such other secondary purposes that are related to the primary purpose.

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and reports;
- Day-to-day administration;
- Looking after student'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.

#### **Consequences of not supplying information**

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter. If you do not agree to this, please advise the School in writing to the Principal.

### **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. The purposes for which the School uses this information include:

- In administering the individual's employment or contract,
- For insurance purposes,
- Seeking funds and marketing for the School
- To satisfy the School's legal obligations, for example, in relation to child protection legislation

### **Who might the School disclose personal information to?**

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

- Another school, as required;
- Government departments;
- Medical Practitioners;
- People providing services to the School, including specialist visiting teacher and sports coaches;
- Recipients of School publications, like newsletters and magazines;
- Parents; and
- Anyone you authorise the School to disclose information to.

### **How will the school treat sensitive information?**

Sensitive information means:

Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or a criminal record and health information.

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

### **Management and security of personal information**

The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerized records.

## **Updating personal information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the School by contacting the Receptionist of the School at any time.

## **You have the right to check what personal information the School holds about you**

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. To make a request to access any information the School holds about you or your child, please write to:

This document has been prepared in accordance with the guidelines as set by the National Privacy Principles, the Health Privacy Principles and in accordance with the policy by the AISV together with information from the office of the Federal Privacy Commissioner and Minter Allison.

Further information may be obtained by contacting the office of the Federal Privacy Commissioner  
[www.privacy.gov.au](http://www.privacy.gov.au)

or

The Principal, Shelford Girls' Grammar, 3 Hood Crescent Caulfield  
Tel +9524 7333

**Shelford Girls' Grammar understands an individual's right to keep their personal information private is highly important.**

**We are committed to protecting and maintaining the privacy, accuracy and security of your personal information.**