



PRIVACY POLICY

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| POLICY DOCUMENT | Privacy Policy | Updated: May 2018

Your Privacy is Important

This policy outlines the guidelines practised at Cedar College, regarding the use and management of personal information provided to, or collected by the School, and the requirement by law to protect the personal and health information which the school collects and holds.

Cedar College is bound by the *Australian Privacy Principles* as published on the 8th of May 2013 to commence in March 2014.

Cedar College may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the school's operations and practises, and to make sure it remains appropriate to the changing school environment.

The privacy laws do not replace any existing obligations Cedar College has under other laws. Essentially this policy will apply when other laws do not regulate the use of personal information.

Information Collected

1. **Personal information provided by the student, parent/caregiver, employee or volunteer.** This is information or opinion that is recorded in any form, (whether true or not), about any student, parent/caregiver, employee or volunteer. It may be collected by way of individual forms, electronic records, photographs or video recording, or may be collected from face-to-face meetings and interviews or telephone calls. If this information is not provided we may not be able to continue with the enrolment or employment process.

- It is information that is recorded before, during and after the course of a student's enrolment at Cedar College;
- Job applications of staff members, volunteers and contractors; and
- Other people who come in contact with the school.

2. **Personal Information provided by other people.** In some circumstances Cedar College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, pastoral carer or a reference from another school.

3. **Health information** is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

4. **Sensitive information** is 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 criminal record that is also classified as personal information about an individual.

Purpose

Personal Information is collected and used by Cedar College to enable it to carry out the day-to-day management of the school. This includes the following:

Students and Parent/Caregivers

- Keep parents/caregivers 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;
- Providing information to the school to enable them to assist in looking at the students and parents/caregivers spiritual wellbeing;
- Seeking donations and marketing for the school;
- To satisfy the school's legal obligations and allow the school to discharge their duty of care.

Employees, Volunteers and Contractors

- assessing the suitability for employment,
- administering the individual's employment or contract,
- for insurance purposes, such as public liability or WorkCover,
- satisfying the School's legal requirements, and
- investigating incidents or defending legal claims about the School, its services or staff.

Administration of Information

The School will use and disclose personal information about a student, parent, employee or volunteer when:

- it is required for general administration duties and statutory functions,
- it relates to the purposes for which it was collected, and
- for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

This may include:

- Another school
- Government Department
- Medical Practitioner
- People providing services to the school, including specialist visiting teachers and sports coaches
- Recipients of school publications such as newsletters and magazines
- After-School Sport Coaches
- Debt collection agencies and/or solicitors for the purpose of recovering unpaid debt in relation to the school
- Parents/Caregivers
- School Counsellors
- Anyone you authorise the school to disclose information to

The School can disclose personal information for another purpose when:

- the person consents, or
- it is necessary to lessen or prevent a serious or imminent threat to life, health or safety or
- is required by law or for law enforcement purposes.

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the student and/or parent/caregiver depending on the circumstances and the student's mental ability and maturity to understand the consequences of the proposed use and disclosure.

Accessing Personal Information:

A parent, student, employee or volunteer may seek access to their personal information, provided by them, that is held by the School by contacting the Front Office. This may include seeking to correct, or ensuring that the information held is correct. To access this information, a Request for Information Form must be obtained from the Front Office and submitted to the school. The school requires 24 hours to respond to the request. However there will be occasions when access is denied. Such occasions would include:

- where access would have an unreasonable impact on the privacy of others;
- where it may breach the school's duty of care; or
- where students, parent/caregivers, employees or volunteers have provided information in confidence.

Access to other information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.

Updating Personal Information

The School aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the Enrolment Department.

Security

Cedar College respects the confidentiality of personal information provided or collected by students, parent/caregivers, employees and volunteers to ensure that it is protected from misuse, loss, unauthorised access, modification and/or disclosure.

This includes:

- Locked storage of paper records
- Password access right to computerised records
- Locked Confidential Document Bin for old documentation
- Documentation no longer considered relevant or needed for any purpose will be securely destroyed.

Website Data Collection

The Cedar College website and web hosting server makes a record of a visit and logs the following information for statistical purposes: The host name (ie. Internet Provider) or Internet Protocol (IP) address that the connection is routed through, and the country of origin. Anonymous information is logged regarding the URLs viewed, search strings, the page referrer, user agent (ie. operating system) and number of kilobytes downloaded. Voluntary information that is sent via our website (ie. a contact request) is sent via email to the school's mail server and contains only the information that you choose to supply. Cedar College may choose to store such information that is voluntarily sent to the school, and may use this information when responding to enquiries, co-ordinating events and for statistical assessment and analysis.

Overseas Recipients

Cedar College is a Non-Government School registered in South Australia and is very unlikely to disclose personal information to overseas recipients. The exception to this would be where Cedar College is involved in international testing of its students e.g. PISA (Programme for International Student Testing) or where application software (APPS) or websites are used as part of the educational curriculum and require input of minimal student details e.g. student names. In these instances, the staff member will ensure that the software or website author, or corresponding company, has an appropriate Privacy Policy.

Employee Training

Employees are trained at the beginning of each year in the collection and provision of Personal Information that is held by the school. They are requested to keep paper records locked, to maintain passwords to computerised records, place old documents that have personal information on them into the Confidential Document Bin and to reference all forms requiring personal information with our Privacy Policy.

Complaints Under Privacy

If an individual believe that Cedar College has breached the APP with the individuals personal information they can contact the Commissioner to lodge a complaint. Should the school receive a complaint about personal information privacy this will be investigated in accordance with *DE&T's Privacy Complaints Handling Policy*.

Enquiries

If you would like further information about the way the school manages the personal information it holds, please contact the Business Manager. The Cedar College Privacy Policy is available as a hard copy from the Front Office or via our Website.