This statement outlines the school's policy on how personal information (provided or collected) is used and managed.

The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act and considers your privacy important.

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.

**The collection of personal information**
The type of information the school collects and holds includes, but is not limited to, personal information, including sensitive information, pertaining to:

- students, parents and/or guardians ('hereinafter called parents') before, during and after the course of a student's enrolment at the school;
- job applicants, staff members, volunteers and contractors;
- other people who come into contact with the school.

The school will generally collect personal information about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls.

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.

If the school requests personal information about a student or parent, which parents are unwilling to provide, the school may not be able to enrol or continue the enrolment of the student.

**Use of personal information**
The school will use the personal information you provide, for the primary purpose of education, and for such other secondary purposes as are related to education and reasonably expected, or to which you have consented. 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:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social, emotional and medical well being;
- satisfying the school's legal obligations and allowing the school to discharge its duty of care;
- seeking donations or marketing the school.
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 that the school continues to be a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation.

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.

When collecting information directly or indirectly the National Privacy Principles refer to 'reasonable steps' to be taken which depend on the circumstances surrounding collection. Some of the matters to be considered are:

- whether it is possible to collect the information directly;
- whether a reasonable individual might expect information about them to be collected directly or indirectly;
- how sensitive the information is;
- the cost of collecting the information directly rather than indirectly;
- the privacy consequences for the individual if the information is collected indirectly;
- what is accepted practice (by consumers and the industry).

Sensitive information
In referring to 'sensitive information', the school means: information relating to a person's nationality or country of birth, religion, professional or trade association membership, criminal record, health information or any other necessary personal information.

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

Disclosure of information
The school may disclose selected 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 and sports coaches;
- recipients of school publications (newsletters, magazines, etc);
- parents;
- anyone to whom you authorise the school to disclose information.

Sending information overseas: 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);
- complying with the National Privacy Principles.
**Fideliter, News Link and Almerta** will continue to be provided to overseas students and families as will promotional material including and not limited to the Prospectus.

**Management and security of personal information**
The school staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The school has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and security code access rights to computerised 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 personal information held by the school by contacting the school's receptionist on 9341 9131 or the Principal through her personal assistant.

The National Privacy Principles require the school not to store personal information longer than necessary.

**Consent and right of access to personal information**
The school respects every parent’s right to make decisions concerning his/her child’s education. Generally, the school will refer any requests 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.

Parents may seek access to personal information held by the school about them or their child by contacting the school Principal in writing. 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 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 maturity of the student and/or the student's personal circumstances so warranted.

**Right of access to personal information**
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. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

Before releasing information, the school may require you to verify your identity and specify the 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.

**Further information**
If you would like further information about the way the school manages the personal information it holds, please contact the school Principal.