Cameragal Montessori School

Privacy and Confidentiality Policy

POL-034

Cameragal Montessori School seeks to provide a child safe environment where the safety, welfare and wellbeing of children are paramount and take precedence over other considerations. Our School actively promotes the safety and wellbeing of our students, and our School staff are committed to preventing and protecting students from abuse or harm in accordance with their legal and ethical obligations. Our School prioritises children's safety, rights and best interests in all decisions and fosters an environment where children thrive, feel valued, and are protected, and their wellbeing and developmental needs are consistently supported. CMS's child safe policies and procedures and our staff code of conduct form part of this commitment.

Privacy Policy

Rationale

Your privacy is important to us. We know that how we collect, use exchange and protect your information is important to you, and we value your trust. That is why protecting your information and being clear about what we do with it is a vital part of our relationship with you.

Policy

This statement outlines the School's policy on how the school uses and manages personal information provided to or collected by it. The School is bound by the *Australian Privacy Principles (APP)* contained in the *Commonwealth Privacy Act 1988*. In relation to health records, the School is also bound by the Health Privacy Principles which are contained in the *Health Records and Information Privacy Act 2002 NSW*.

The School may, from time-to-time, review and update this Privacy Policy 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 School environment.

Child Safety School Statement

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Procedures

What kinds of personal information does the School collect and how does the School collect it?

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 ('parents') before, during and after the course of a student's enrolment at the 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 medical practitioner/s);
  - Results of tests and examinations;
  - Conduct and complaint records, or other behaviour notes, and school reports;
  - Information about referrals to government welfare agencies;
  - Counselling reports;
  - Medicare number;
  - Any court orders;
  - Volunteering information; and

- Photos and videos at school events.

- Job applications, staff members, volunteers and contractors; including:
  - Name, contact details (including next of kin), date of birth and religion;
  - Information on job application;
  - Professional development history;
  - 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; and
  - Work emails and private emails (when using work email address) and internet browsing history;
- Other people who come into contact with the school, including name and contact details and any other information necessary for particular 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 and interviews, and telephone calls. On occasions, people other than parents and students provide personal information, for example, psychologists.

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 and the Health Records Act, the Australian Privacy Principles and the Health Privacy Principles do not apply to an employee's record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

How will the School use the personal information you provide?

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 by you, or to which you have consented.

Students & Parents: In relation to personal information of students and parents, the School's primary purpose of collection is to enable the School to provide schooling for the student. 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 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.

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 or permit the student to take part in a particular activity.

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 individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School; and
- to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as (alumni associations), to enable the School and 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 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 Cameragal Fund or alumni organisation.

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

Who might the School disclose personal information to

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

- Other schools and teachers at those schools;
- Government departments;
- Medical practitioners;
- People providing services to the School, including specialists visiting teachers and sports coaches;
- Agencies and organisations to who we are required to disclose personal information for education, funding and research purposes;
- People providing administrative and financial services to the School;
- Recipients of School publications, such as newsletters and magazines;

- Parents and anyone you authorise the School to disclose information to; and
- Anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

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); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a school exchange. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server, which may be situated outside Australia.

An example of such a cloud service provider is Google Workspace (formally Google Apps for Education) and Microsoft 365. The School provides both Google Workspace and Microsoft 365 to staff and students. These providers store and processes limited personal information for this purpose. School personnel and its service provides may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Google Workspace and Microsoft 365 and ensuring its proper use.

Management and security of personal information

In referring to 'sensitive information', the School 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 criminal record, that is also personal information: and 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 the use or disclosure of the sensitive information is allowed by law.

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 Principal of the School at any time.

The Australian Privacy Principles require the School not to store personal information longer than necessary.

You have the right to access what personal information the School holds about you

Under the Commonwealth Privacy Act and the Health Records 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. To make a request to access any information the School holds about you or your child, please contact the School Principal in writing.

The School may require you to verify your identity and specify what 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. See Request for Student File this section.

If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for the refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons).

Consent and rights of access to personal information of students

The School respects every parent's right to make decisions concerning their 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 is 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. However, there will be occasions when access is denied. Such occasions would include where the release of the information would haven unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty to 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 is so warranted.

Enquiries & Complaints

If you would like further information about the way the School manages the personal information it holds, please contact the School Principal. If you wish to complain that you believe that the School has breached the Australian Privacy Principles, please contact the School Principal by writing or telephone the office on (02) 9954 0344. The 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.

Privacy Collection Notices

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.

6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities, photographs and other news is published in School newsletters, newspapers, magazines and on our website. If you do not wish the School to use photographs of your son/daughter, you should contact the School and notify them that you have denied permission for this action. If a photograph of your son/daughter appears on the School's website, you can request for the photograph to be removed.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. 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 access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. We may include your contact details in a class list and School directory used internally.

11. If you provide the School with personal information of others such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Request for Student File

Date: **Requisition No. (office use only):**

Name of student

Year

Class

Name of person requesting file

Signature

Approved by Principal

Date