



# Lowther Hall Anglican Grammar School

17 Leslie Road, Essendon 3040  
PO Box 178, Essendon 3040

# Privacy Policy



# PRIVACY POLICY

## 1. PURPOSE AND CONTEXT

This Policy is about the management of personal information by Lowther Hall Anglican Grammar School (“the School”).

The School is committed to managing personal information in accordance with all relevant Commonwealth and Victorian laws and best practice. The School is required to comply with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) as amended and the applicable State health privacy legislation (including the Victorian Health Records Act 2001).

This policy is reviewed regularly to take account of new laws and technology as well as changes to School policies and practices.

## 2. DEFINITIONS

In this policy, a reference to parents and/or guardians includes people or entities who are not parents or guardians but who are party to the enrolment contract by which a student is enrolled at the School.

## 3. COLLECTION AND HOLDING OF PERSONAL INFORMATION

The School collects and holds personal information, including sensitive information, about the following parties:

- Students, parents and/or guardians
  - The School will collect and hold personal information, including sensitive information, relating to the above parties before, during and after the course of a student's enrolment at the School.
- Prospective students and families
- Job applicants, staff members and volunteers
- Suppliers and independent contractors
- Parties/businesses who donate funds or gifts towards the School's fundraising ventures/events
- Other people who come into contact with the School.

### 3.1 The kinds of personal information the School collects and holds

The kinds of personal information the School collects and holds depends on the type of dealings a party has with the School. It may include sensitive personal information. The information includes (but is not limited to):

- Names, family details, date and country of birth, nationality and religious denomination test and other data
- Health and special needs information
- Photographs, film and other visual images capable of being stored electronically
- Contact details and addresses
- Employment history, qualifications, police record and references
- Information the School is authorised or required by or under Australian law to collect or to satisfy its legal or regulatory obligations
- Court Orders

#### 3.1.1 Sensitive Personal Information

The information referred to above may include sensitive personal information. Sensitive personal information will only be collected where it is necessary to do so and will be used, held and disclosed in the circumstances referred to above where (a) consent has been provided (which may be implied in certain circumstances), or (b) such use, holding and disclosure is reasonably to be expected or is necessary to enable the School to satisfy its legal obligations or is otherwise permitted by law.

## **3.2 How the School collects personal information**

The School collects personal information in ways that include (but are not limited to) information obtained:

- In the course of the enrolment process
- From face to face meetings
- Over the telephone and internet (including email)
- During the school year by way of forms filled out by parents and/or guardians and students
- Through the School's intranet portal
- From third persons such as medical practitioners and health professionals, lawyers and Court records
- From prospective employees through the recruitment process, at interviews, from past employers and referees, or from a prospective employee's recruitment agent
- When taking photographs, films or other digital visual images
- From volunteers and contractors through our engagement process.

### **3.2.1 Personal information derived from students**

There may be occasions when the School collects personal information about students directly from them, such as when a student attends a school counsellor, teacher, or pastoral care provider.

Students will also be required to provide a photograph of their image for their School ID card, for publication in The Chronicle and on the School websites and for other displays throughout the School campus.

## **3.3 How the School holds and manages personal information**

### **3.3.1 Managing information**

The School takes all reasonable steps to protect the personal information it holds from misuse, interference and loss and from unauthorised access, modification or disclosure. This is done through the use of:

- Locked storage for paper records
- Security and password protected access rights to electronic records.

The School will take all reasonable steps to ensure that any personal information held by it is up-to-date, complete, relevant, not misleading and accurate.

Further, the School's staff is under a contractual obligation to maintain confidentiality in relation to confidential personal information held by the School.

### **3.3.2 Managing information relating to job applications**

Any personal information held in relation to an unsuccessful job application will be destroyed by the School unless an applicant requests and consents to it being held for future positions that may arise.

## **4. THE PURPOSES FOR WHICH THE SCHOOL USES PERSONAL INFORMATION**

### **4.1 Students, parents or guardians:**

The School collects, holds, uses and discloses personal information for the primary purpose of enabling the School to provide schooling for the student. This includes satisfying both the needs of parent, the needs of the student and the needs of the School community as a whole, before, during and after the course of a student's enrolment at the School.

The purposes for collecting, holding, using and disclosing personal information of students, parents or guardians also include (but are not limited to):

- Keeping parents and/or guardians, staff and students informed about matters relating to the student's education and welfare
- Assisting with the administration of the School's operations, including its before and after school programs
- Looking after the education, safety, care and wellbeing of students
- Seeking donations and fundraising assistance for the School

- Satisfying the School's legal obligations as an educational institution in Victoria and to discharge its duty of care to its students
- Maintaining records of the School's past and present students
- Recording and celebrating student academic, sporting, musical, theatrical and other achievements, student activities and other news in the School newsletters, magazines, website and on its digital social media platforms
- Assisting in the promotion of the School
- Communicating and engaging with members of our School community, past and present.

#### **4.2 Prospective students and families**

The purposes for collecting, holding, using and disclosing personal information of prospective students and families include (but are not limited to):

- Reviewing an application for a student's enrolment
- Assisting with the administration of the School's operations
- Communicating and engaging with members of our School community, past and present.
- Preparing for the education of students

#### **4.3 Job applicants and staff members**

The purposes for collecting, holding, using and disclosing personal information of job applicants and staff members include (but are not limited to):

- Maintaining historical records of the School's past and present staff
- Assessing applicants for prospective employment or engagement as contractors
- Assisting with the administration of the School's operations
- Enabling the School to comply with its legal obligations as an educational institution and to discharge its duty of care to its students.
- For insurance purposes, such as public liability or Workcover
- Fundraising or promotion of the School
- Investigating incidents or defending legal claims about the School, its services or staff
- Providing a reference

##### **4.3.1 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 School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and an employee.

#### **4.4 Volunteers**

The purposes for collecting, holding, using and disclosing personal information in relation to volunteers who assist the School in its functions or who conduct associated activities such as PFA (Parents' and Friends' Association), LHOGA (Lowther Hall Old Grammarians Association), FOR (Friends of Rowing), FOM (Friends of Music) include but are not limited to:

- enabling the School and the volunteers to work together
- for insurance purposes
- to satisfy the School's legal obligations.

#### **4.5 Suppliers and independent contractors, parties/businesses (who may donate funds or gifts towards the School's fundraising ventures/events, and other people who come into contact with the School):**

The purposes for collecting, holding, using and disclosing personal information in relation to the above parties include (but are not limited to):

- enabling them and the School to work together
- for insurance purposes
- to satisfy the School's legal obligations
- seeking funds and marketing for the School.



## 4.6 Promotion of and fundraising for the School

Promotion and fundraising for the future growth and development of the School is an important part of ensuring that the School continues to be a quality learning environment. The information collected by the School may be used to make an appeal on behalf of the School.

School publications such as Lowther News, The Bulletin, The Chronicle, general newsletters, circulars and other magazines, which include personal information, may be used for marketing purposes.

From time to time the School uses photo images or video recordings of students as part of its marketing activities. Photos and video recordings are covered by this Privacy Policy as well as the School's Photography and Video Policy.

Any requests not to receive direct marketing from the School may be made to the Privacy Officer, contact details for whom are set out below.

## 5. TO WHOM MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION?

In conducting its operations, the School may from time to time disclose certain personal information to:

- Parents and/or guardians
- Staff
- Coaches and Volunteers
- People providing services to the school such as specialist visiting teachers
- Old Grammarians
- Publishers of School related material
- Insurance companies
- Travel agents
- Medical practitioners and other providers of health or wellbeing services
- Government departments and agencies
- Anyone to whom you authorise the School to disclose information.
- Anyone to whom the School owes a legal obligation to disclose information
- Other schools
- To legal practitioners for the purpose of receiving legal advice
- To Courts, including the Family Courts pursuant to a subpoena or other Court Order.

Where necessary, this information may include sensitive information.

### 5.1 Sending information overseas

The School will only disclose personal information to an overseas recipient if it is necessary to do so, such as when storing personal information with "cloud" service providers situated outside Australia, or to facilitate a school exchange programme, trip/tour or partnership.

The School will not send personal information about an individual outside Australia without the consent of the individual or without being satisfied that the overseas entity is subject to the Australian Privacy Principles or other substantially comparable privacy legislation.

### 5.2 Year 12 VCE results

The Victorian Curriculum and Assessment Authority requires all Year 12 VCE students to elect their preferences regarding their results and privacy. The School strictly adheres to these preferences.

## 6. ACCESSING PERSONAL INFORMATION

### 6.1 Access to information

A person may seek access to personal information collected about them and, in the case of parents and/or guardians, about their daughter, by contacting the School. The School may ask a person to show proof of identity and to verify a connection to a person whose information is being sought, before providing information and is entitled to charge a reasonable fee for the provision of such information.

## 6.2 Refusal of Access

There will be occasions when it may be lawful for the School to refuse a person access to their personal information or for the School to deny access to the parent and/or guardian without the consent of the student. Such occasions might include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of the School's duty of care to the student.

## 6.3 Release of information to students

There may also be occasions when the School is obliged to provide an older student with access to her own personal information without the consent of her parents and/or guardians.

## 6.4 Information regarding third parties

If a parent/guardian or student provides the School with the personal information of others, such as doctors or emergency contacts, they should inform the third party that this information has been disclosed to the School and why, that they may access that information if they wish to and that the School does not usually disclose the information to third parties.

## 6.5 Requesting access

To request access to or to correct your personal information please contact:

The Privacy Officer  
Lowther Hall Anglican Grammar School  
17 Leslie Road  
Essendon Vic 3040

PO Box 178  
Essendon Vic 3040

Telephone - +61 (3) 9325 5000  
Fax - +61 (3) 9331 1247  
Email: [privacy@lowtherhall.vic.edu.au](mailto:privacy@lowtherhall.vic.edu.au)

## 7. COMPLAINTS

If you consider that the School has breached the Australian Privacy Principles the following process should be followed:

- (a) Forward a written complaint to our Privacy Officer, setting out the full details of the alleged breach.
- (b) The Privacy Officer will consider the matter and make a determination within 45 days of receipt of the complaint. Written advice of the determination will be provided.
- (c) If the Privacy Officer determines that there has been a breach by the School of the privacy principles, he or she will inform the relevant persons at the School in writing of any action they are required to remedy the breach. If the breach is not remedied within 30 days the Privacy Officer is required to inform the Principal of the School.

The Privacy Officer will keep a record of all complaints and determinations together with a record of the action taken to remedy such breaches.

## 8. RELATED POLICIES

1. Photography and Video Policy
2. Copyright Policy
3. Acceptable Use Policy

## 9. REVIEW SECTION

<b>Policies and Procedures</b>	<b>Amendment:</b>	<b>23 March 2016</b>
<b>Alteration Permissions:</b>	<b>Review:</b>	
<b>Principal and Deputy Principals</b>	<b>Pages:</b>	<b>5</b>
	<b>Appendices:</b>	<b>0</b>