



PRIVACY POLICY

St Margaret's Anglican Girls School (the School), is committed to protecting the privacy of its employees, students and parents.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.

St Margaret's Anglican Girls 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.

1. SCOPE

This policy applies to school council members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

2. EXCEPTION IN RELATION TO EMPLOYEE RECORDS:

Under the (Privacy Act), the do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to St Margaret's Anglican Girls School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Margaret's Anglican Girls School and employee.

3. WHAT KINDS OF PERSONAL INFORMATION DOES THE SCHOOL COLLECT AND HOW DOES THE SCHOOL COLLECT IT?

The type of information St Margaret's Anglican Girls School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the School:

- o name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
- o parents' education, occupation and language background;
- o medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
- o conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
- o counselling reports;
- o health fund details and Medicare number;
- o any court orders;
- o volunteering information; and

to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
day-to-day administration of St Margaret's Anglican Girls School
looking after student's educational, social and medical wellbeing
seeking donations and marketing for St Margaret's Anglican Girls School
to satisfy St Margaret's Anglican Girls School's legal obligations and allow the school to discharge its duty of care.

In some cases where St Margaret's Anglican Girls School requests personal information about a student or parent, if the information requested is not provided, St Margaret's Anglican Girls School may not be able to enroll or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

3.5 JOB APPLICANTS, STAFF MEMBERS AND CONTRACTORS

In relation to personal information of job applicants, staff members and contractors, St Margaret's Anglican Girls School's

the school's fundraising, for example, the St Margaret's Anglican Girls School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

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.

If you would like to opt-out of direct marketing, please contact the Principal on principal@stmargarets.qld.edu.au.

4. WHO MIGHT THE SCHOOL DISCLOSE PERSONAL INFORMATION TO AND STORE YOUR INFORMATION WITH?

St Margaret's Anglican Girls School may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to St Margaret's Anglican Girls School;
- recipients of School publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise St Margaret's Anglican Girls School to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

4.1 SENDING AND STORING INFORMATION OVERSEAS

St Margaret's Anglican Girls School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, St Margaret's Anglican Girls 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)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

St Margaret's Anglican Girls School may use online or 'cloud' service providers to store personal information and to provide services to St Margaret's Anglican Girls 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. St Margaret's will, where

As mentioned above, parents may seek access to personal information held by St Margaret's Anglican Girls School about them or their child by contacting the Principal. However, there will

APPENDIX 1

Standard Collection Notice

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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection] * laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The School may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - Anglican Schools Commission;
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. 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

8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School has collected and holds. However, access may be refused in certain circumstances such as 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 a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The School's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose.] We will not disclose your personal information to third parties for their own marketing purposes without your consent.
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APPENDIX 2

The Old Girls Association Collection Notice

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APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing St Margaret's Anglican Girls School with personal information. We can be contacted on (07) 3862 0777 or reception@stmargarets.qld.edu.au.
2. If you provide us with personal information, for example, your name and address or

