



Privacy Statement

Woodcroft College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act in using and managing the personal information which it receives or collects.

The primary purpose of collecting personal information is to enable the College to provide an education to its students.

1. Personal information collected by the College and methods of collection

- 1.1 The type of information the College collects and holds includes (but is not limited to) personal information, including health and sensitive information, about:
- 1.1.1 students and parents and/or guardians ('parents') before, during and after the course of a student's enrolment at the College;
 - 1.1.2 job applicants, staff members, volunteers and contractors; and
 - 1.1.3 other people who come into contact with the College.

1.2 Personal Information provided to the College

- 1.2.1 The College 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, emails and telephone calls.

Occasionally people other than parents and students will provide personal information.

1.3 Personal Information provided by other people

- 1.3.1 In some circumstances, the College may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference from another School or College.

1.4 Exceptions in relation to employee records

- 1.4.1 Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record.

Therefore, this Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

2. College use of personal information provided

- 2.1 The College will use personal information collected for the primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the person concerned has consented.
- 2.2 *Students and Parents:* In relation to personal information of students and parents, the College's primary purpose of collection is to enable it to provide an education to the student. This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.
- 2.2.1 The purposes for which the College 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 and medical well-being;
 - Seeking donations and marketing for the College;
 - Satisfying the College's legal obligations and allowing the College to discharge its duty of care.
- 2.2.2 In some cases, where the College requests personal information about a student or parent, the College may not be able to enrol or continue the enrolment of the student or permit the pupil to take part in a particular activity if the information requested is not obtained.
- 2.3 *Job applicants, staff members and contractors:* In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.
- 2.3.1 The purposes for which the College uses personal information of job applicants, staff members and contractors include:
- Administering the individual's employment or contract, as the case may be;
 - Insurance purposes;
 - Seeking donations and marketing for the College;
 - Satisfying the College's legal obligations e.g. in relation to child protection legislation.
- 2.4 *Volunteers:* The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and volunteers to work together.
- 2.5 *Marketing and fundraising:* The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive.
- 2.5.1 Personal information held by the College may be disclosed to an organization that assists in the College's fundraising, e.g. the College's Foundation or alumni organization (or on occasions, external fundraising organisations).
- 2.5.2 Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.
- 2.5.3 Images of students and staff will not be used in school publications (including the school's website) without the permission of parents and staff members respectively.

3. Disclosure of College information

- 3.1 The College may disclose personal information, including sensitive information, held about an individual to:
- Another College;
 - Government departments;
 - Medical practitioners;
 - People providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
 - Recipients of College publications, like newsletters and magazines;
 - Parents;
 - Anyone you authorize the College to disclose information to; and
 - Anyone to whom we are required to disclose the information to, by law.
- 3.2 The College will not send personal information about an individual to overseas recipients for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a school exchange without:
- Obtaining the consent of the individual (in some cases this consent will be implied);
 - Otherwise complying with the Australian Privacy Principles.

4. Treatment of sensitive information

- 4.1 "Sensitive information" means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual preferences or criminal record, that is also personal information; health information and biometric information about an individual.
- 4.2 Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

5. Management and security of personal information

- 5.1 The College staff are required to respect the confidentiality of students and parents' personal information and the privacy of individuals.
- 5.2 The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerized records.

6. Updating personal information

- 6.1 The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.
- 6.2 A person may seek to update their personal information held by the College by contacting the Privacy Officer of the College at any time.
- 6.3 The Australian Privacy Principles require the College not to store personal information longer than necessary.

7. Access to personal information the College holds

- 7.1 Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about him/ her and to advise the College of any perceived inaccuracy.
- 7.2 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.
- 7.3 To make a request to access any personal information the College holds about your or your child, please contact the College Privacy Officer in writing.
- 7.3.1 The College may require verification of identity and a specification of information required.
- 7.3.2 Staff must refer all requests for access to information to the Privacy Officer.
- 7.4 The College may charge a fee to cover the cost of verifying an application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.
- 7.5 If we cannot provide you with access to that information we will provide you with a written notice explaining the reasons for refusal.

8. Consent and rights of access to the personal information of students

- 8.1 The College respects every parent's right to make decisions concerning his/ her child's education.
- 8.2 Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College 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.
- 8.3 Parents may seek access to personal information held by the College about them or their child by contacting the Privacy Officer. However, there will be occasions when access is denied.
- 8.3.1 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 College's duty of care to the student.
- 8.4 The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of his/ her personal information, independently of his/ her parents.
- 8.4.1 This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

9. Enquiries

If you would like further information about the way the College manages the personal information it holds or wish to complain that the College has breached the Australian Privacy Principles, please contact the College Privacy Officer. The College will investigate any complaint and will notify you of the outcome as soon as possible thereafter.

Photography by Parents, Students or Staff

Photographs, video or digital images of a student or staff member are considered 'personal information'. Their use and disclosure are governed by the Privacy Act 1988 and the 2014 Australian Privacy Principles (APP) contained within it. Photographs, video and digital images of students and staff may also contain copyright, and therefore may also be governed by the Copyright Act 1968.

Apart from concerts, assemblies and special events, College approval must be obtained before taking any photographs, recordings or videos around the College. At special events, parents may photograph their own children and should never distribute, store or display photographs of others' children or staff members, in either electronic or printed form, without their express permission.

Similarly, College logos should not be used without the express permission of the Head of the College.

Notwithstanding this, parents should understand that their children may be photographed or filmed by other parents or visitors at Woodcroft College events or events at other schools and venues.