



PRIVACY POLICY

Introduction

The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. 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.

1. Use and Management of Personal Information

This statement outlines the School's Policy on the use and management of personal information provided to or collected by the School.

- 1.1 Northholm Grammar (the School) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of the pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
- 1.2 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.
- 1.3 Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- 1.4 Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- 1.5 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, sports coaches and volunteers.
- 1.6 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.
- 1.7 Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on our website.
- 1.8 Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.

- 1.9 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 by the School or the Parents' Association. We will not disclose your personal information to third parties for their own marketing purposes.
- 1.10 We may include your contacts in a School directory and year/class list for distribution. If you do not agree to this you must advise us now.
- 1.11 If you provide the School with the 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.
- 1.12. Under the Privacy Act, the National 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 employee.
- 1.13 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.
- 1.14 personal information provided by job applicants, staff members and contractors is used:
- in administering the individual's employment or contract, as the case may be;
 - for insurance purposes;
 - marketing and fundraising for the School;
 - to satisfy the School's legal obligations, for example, in relation to Child Protection Legislation.
- 1.15 The School also obtains some personal information about volunteers who assist the School in its functions or conduct associated activities, such as the School canteen and School clothing shop. Information may also be passed onto the Northholm Grammar School Old Students' Union (NOSU) to enable the School, volunteers and old students to work together.
- 1.16 The School will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual, or
 - otherwise complying with the National Privacy Principles.

2. Sensitive 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.

3. Enquiries

If you would like further information about the way Northholm Grammar School manages the personal information it holds, please contact the School Principal.

Lynne Guthridge
Principal

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