

PURPOSE

Tintern Grammar is committed to respecting the privacy of all members of the Tintern Grammar community and of the personal information collected in order to carry out its purposes, functions and activities. This policy sets out Tintern Grammar's commitment to respecting privacy and how that commitment is to be carried out.

COMMENCEMENT AND VARIATION

This policy commences operation on 12 August 2015 and replaces all previous Privacy policies of the School. This policy is subject to variation by Tintern Grammar from time to time. Amended policies will be communicated to all employees.

PRIVACY LAWS AND TINTERN GRAMMAR

The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) consists of 13 Australian Privacy Principles (APPs) which apply to private organisations and Australian Government agencies. The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) amends the Privacy Act 1988 (Cth.). The Australian Privacy Principles regulate the way in which private sector operators are required to handle personal information. In some circumstances, the handling of employee records in relation to current and former employment relationships by an employer is exempt from the APPs. Tintern Grammar supports the APPs as part of its commitment to respecting the privacy of employees, students and families.

COLLECTION OF PERSONAL / SENSITIVE INFORMATION

Tintern Grammar collects personal information from/about past, current and prospective staff (including casuals), students, parents/guardians of students, other Grammar, benefactors and external contractors. Personal information that Tintern Grammar collects includes:

- Names
- Identification Numbers
- Addresses
- E-mail Addresses
- Telephone Numbers
- Emergency Contacts
- Photographic Identification
- Qualifications / Skills
- Medical Information
- Working with Children Checks / Police Checks

We request parents/guardians to update the required personal information regarding their child(ren) in order to support their schooling and welfare. Tintern Grammar will only collect personal/sensitive information that is necessary and incidental to the School's purposes, functions and activities. Tintern Grammar will collect personal information about an individual only by lawful and fair means and not in an unreasonably intrusive manner. So far as it is reasonably practicable to do so, information collected will be directly from the individual concerned or members of their immediate family. Tintern Grammar will take reasonable steps to ensure that an individual is aware of the purposes for which the information is collected.

Personal information is information or an opinion (whether recorded in a material form or not) about an individual whose identity is apparent or can reasonably be ascertained, from the information or opinion.

Sensitive information is a special category of personal information. It is information or an opinion about an individual's:

- Racial or ethnic origin
- Political opinions
- Membership of a political association
- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preferences or practices
- Criminal record

Sensitive information also includes health information about an individual; or genetic information about an individual that is not otherwise classified as information pertaining to a student's general health and wellbeing.

Tintern Grammar will not collect sensitive information without the individuals' consent unless the collection of such information is required under law or for any other authorised reason as prescribed in the APPs in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.) or in the Privacy Act 1988 (Cth.).

USE AND DISCLOSURE OF PERSONAL INFORMATION

Use of Personal / Sensitive Information

The primary purpose of collecting personal information is to enable Tintern Grammar to carry out its purposes, functions and activities. Tintern Grammar will not disclose personal information to third parties without the consent of the individual or their parent/guardian, except where the disclosure is required under law or for any other authorised reason as prescribed in the APPs.

Access to Personal Information

Tintern Grammar will provide access to personal information under:

- Freedom of Information legislation
- Legislative Obligations
- Individual Consent Arrangements
- Request by the individual to access their own file (to the extent allowed under the APPs)

Tintern Grammar' staff will only be provided with access to personal information where it is a necessary function of their role.

No Consent Provided

Tintern Grammar will only collect information without the consent of the individual or their parent/guardian where it is impracticable to gain such consent.

Removal of Information

Tintern Grammar will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Tintern Grammar will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information was provided. All reasonable steps will be taken to destroy or

permanently de-identify personal information if it is no longer needed for any purpose.

STAFF OBLIGATIONS

If a staff member collects, uses, discloses or handles personal information on the School's behalf, the staff member must meet the relevant requirements of the APPs. Staff members must only collect, handle, use, disclose and store the information for the agreed purposes only. It is expected that any such information or documents shall be regarded as confidential and shall remain the property of the School at all times. Therefore, such information or documents shall not be copied, transmitted, disclosed or communicated to any person or external entity not authorised to access such documents or information.

Existing staff members are obliged to have read and be familiar with Tintern Grammar Privacy Policy and related Commonwealth and State Legislation. New and casual staff will be given hard copies of the Policy in their Orientation pack.

PRIVACY COMPLAINTS HANDLING PROCEDURE

If an individual considers that there has been a breach of this policy or of the APPs in respect to that individual, a written complaint must be forwarded to the Principal within twenty-one (21) days of the time the complainant first became aware of the apparent breach. The complaint must specify details of the apparent breach in writing.

The Principal will undertake to investigate the alleged breach and must make a determination on a complaint within thirty (30) days of receipt of the complaint. The complainant will be advised of the outcome in writing. If the Principal determines that there has been a breach of the policy he or she will advise the relevant Tintern Grammar staff members, who are directly involved, of the outcome including any action required in order to remedy the breach. Tintern Grammar will endeavour to assure confidentiality in relation to all complaints and matters will only be discussed with relevant staff members who are involved in the complaint.

Disciplinary action, up to and including the termination of employment, may be applied to staff members who are found to be in breach of this policy or of the APPs.

ADDITIONAL RESOURCES

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth.)

The Privacy Act 1988 (Cth.)

Information Privacy Principles:

(<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>)

Information Privacy Act 2001 (Vic)

<http://www.privacy.vic.gov.au/privacy/web2.nsf/pages/information-privacy-act>

Independent Grammar Council of Australia Privacy Compliance Manual 2013

APPROVAL

Policy Approved By: Tintern Grammar Executive

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