



## SHOLEM ALEICHEM COLLEGE

### PRIVACY POLICY

#### STANDARD COLLECTION OF INFORMATION NOTICE

##### Values

Sholem Aleichem College is committed to:

- Responsible and transparent collection and handling of health and personal information.
- Protecting the privacy of each individual's health and personal information.
- Ensuring individuals are fully informed regarding the collection, storage, use and disposal of their personal/health information and their access to that information.

##### Purpose

This policy will provide guidelines for the collection, use, storage and disposal of personal information, including photos and videos, and health information

##### Scope

This policy applies to staff, parents, volunteers, students and the principal of Sholem Aleichem College.

##### Definitions

**Personal information:** This means information or an opinion (including information or an opinion forming part of a data base), that is recorded in any form including photos and videos and whether true or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information can be any information linked to an individual such as name, address, sex, age, financial details, marital status, education, criminal record or employment history but does not include information to which the *Health Records Act 2001* applies.

**Health information:** This refers to any information or an opinion about the physical, mental or psychological health (at any time) of an individual, a disability (at any time) of an individual.

**Sensitive information:** This means information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a political party, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record, that is also personal information.

**Unique identifier:** This means an identifier (usually a number) assigned by an organisation to an individual in order to uniquely identify that individual for the purposes of the operations of the organisation.

## GENERAL

1. Sholem Aleichem College (hereinafter referred to as the College) collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your child/ren.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College occasionally discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools and colleges, government departments, the Association of Independent Schools, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol, or continue the enrolment, of your child/ren.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion, information such as academic and sporting achievements, students activities and other news, is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them, and their child/ren, by contacting the College. Students 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 College's duty of care to the student, or where students have provided information in confidence.
9. As you may know, the College engages 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 the College'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.
10. We may include your contact details in a class list and College directory. If you do not agree to this inclusion you must advise us in writing.

11. Photographs of students will be published in the School Annual and from time to time, in College Newsletters and on our Website. If you do not agree to this you must advise us in writing.
12. If you provide the College 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 College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.