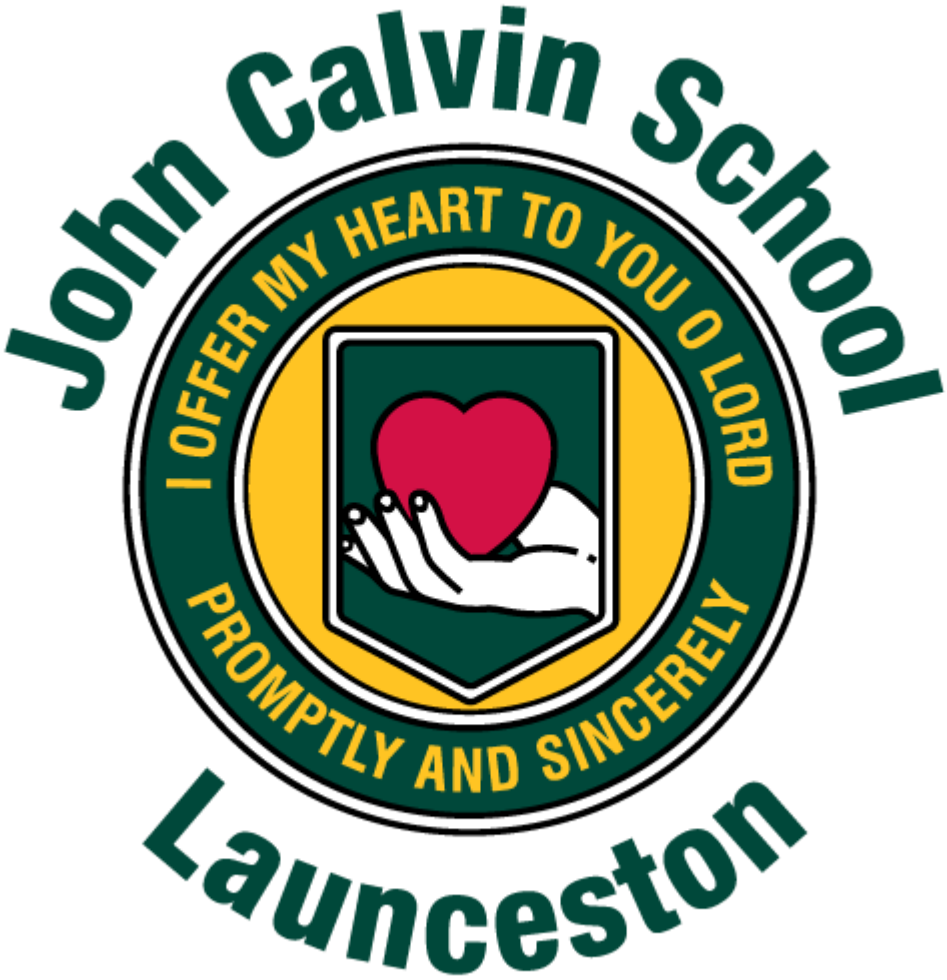
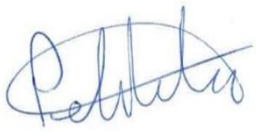


Privacy Policy

POLICY DATES: JOHN CALVIN SCHOOL PRIVACY POLICY			
Formulated			
Implemented	**Feb 2019**	**Reviewed**	**17 July 2024**
Next Review Due	**July 2027**		
POLICY AUTHORISATION			
Principal	**Daniel Coote**	**Signature**	
Chairman	**Philip deRuiter**	**Signature**	

Privacy Policy

Premise or Rationale

This Privacy Policy sets out how John Calvin School manages personal information provided to or collected by it as explained For the purposes of this document, "the School" referred to hereafter in the policy are John Calvin School Launceston and "student/s" referred to also include children enrolled. The School is bound by the Australian Privacy Principles contained in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988. In relation to health records the School is also bound by the Personal Information and Protection Act 2004 (Tas).

This policy outlines how the School uses and manages personal information provided to or collected by it. The School is committed to upholding the right to privacy of all individuals who have interactions with the School. The School will take the necessary steps to ensure that the personal information shared with us remains confidential. God created all people, and created them differently for reasons and purpose we may not understand. Regardless of how we perceive other people to be, they are God's creations, and it God's will for us to show respect to everyone. **Titus 3:1-2** "*Remind them to be submissive to rulers and authorities, to be obedient, to be ready for every good work, to speak evil of no one, to avoid quarrelling, to be gentle and to show perfect courtesy toward all people.*" The School endeavours to ensure that the personal information held by the School is accurate, complete and up-to-date. Individuals may seek to update their personal information held by the School, at any time, by contacting the School. Individuals have the right to obtain access to any of their personal information held by the School.

To make a request to access any information that the School holds about you or your child, please contact the Principal in writing. 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.

Collection of Personal Information

Personal Information is information or an opinion, in any form (whether true or not), about an identified individual or an individual who is reasonably identifiable. The School collects and holds (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents (including guardians), before, during and after the course of a student's enrolment at the School
- job applicants, staff members, volunteers and contractors
- other people who come in contact with the School

Personal information you provide: The School 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 and any other

forms of communication. On occasions, people other than parents and students provide personal information. Information about international students (i.e. students from overseas on a student visa) may be collected via an education agent. If an agent provides personal information, then that agent is deemed to be acting on behalf of the School and will act in accordance with our Privacy Policy. Generally information includes names, contact details and financial details.

Personal information provided by other people: In some circumstances, the School may be provided with personal information about an individual from a third party, for example a report provided by a medical or other professional, a police check or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the Australian 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 record is directly related to a current or former employment relationship between the School and employee.

Use of Personal Information

The School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and are reasonably expected by you, or to which you have consented.

Students and parents: In relation to personal information of students and parents, the School's primary purpose of collection is to enable the School to provide schooling and/or accommodation for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and parents include:

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

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

Job applicants and contractors: In relation to personal information of job applicants, staff 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.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- administering the individual's employment or contract
- satisfying insurance requirements
- seeking funds and marketing for the School
- satisfying the School's legal obligations, for example in relation to child protection legislation.

Volunteers: The School also obtains personal information about volunteers who assist the School in its functions or conducting associated activities.

Marketing and fundraising: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive.

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 and sometimes visual images, may be used for marketing purposes. If you do not want to receive any marketing correspondence from the School, you may opt-out by contacting the School.

Disclosure of Personal Information

The School may disclose personal information, including sensitive information held about an individual to:

- another school or educational institution
- government departments
- medical practitioners
- people providing services to the School or students, including tutors and mentors, specialists visiting teachers and sports coaches
- debt collection agencies
- law enforcement agencies
- recipients of School publications, like newsletters and magazines
- newspapers
- parent associations/committees
- other parents or guardians
- Free Reformed Church
- anyone to whom you authorise the School to disclose information

Sending information overseas: The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers that are situated outside Australia or to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining consent of the individual (in some cases, consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

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, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information and health information about an individual. Unless otherwise permitted by law or a general situation exists, we will only collect sensitive personal information if it is reasonably necessary for the School's functions and if you have consented to its collection.

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.

Management and Security of Personal Information

The School's staff is required to respect the confidentiality of students', parents' and guardians' personal information and the privacy of individuals. The School has in place steps to protect personal information held by the School from misuse, interference, loss, unauthorised access, modification or disclosure, including the use of locked or secure storage of hard copy records and secure access rights to computerised records. This includes unique login credentials and access granted based on the principle of least privilege, ensuring individuals only have access to the information necessary for their roles.

The School also takes reasonable steps to destroy or de-identify personal information if, in the School's opinion, it is no longer needed for the purpose for which it was collected.

Access and Correction of Personal Information

Under the Commonwealth Privacy Act [and the Personal Information and Protection Act 2004 (Tas)], an individual has the right to request access to any personal information, which the School holds about them and to advise the School of any perceived inaccuracy. There are some circumstances where access may be denied. Such circumstances would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in the breach of the School's duty of care to the student.

Students will generally have access to their personal information through their parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in applicable legislation.

When a request for access is made, the School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. Any fee will be determined on a case-by-case basis.

To make a request to access any personal information the School holds about you or your child, please contact the Principal in writing. Written notification must generally be given 10 working days in advance of the date on which access is required.

Consent

The School respects every parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents or guardians. The School will treat consent given by parents or guardians as consent given on behalf of the student and notice to parents will act as notice given to the student.

The School may, at its discretion, on the request or a student grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the students personal circumstances are so warranted.

Enquiries and Complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe the School has breached the Australian Privacy Principles please contact the Public Officer (board@jcs.tas.edu.au) or 53 Howick ST, South Launceston Tas 7250. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been made.