MELBOURNE GRAMMAR SCHOOL
AN ANGLICAN SCHOOL

Policy
Privacy Policy

Purpose

This policy is about the management of personal information that is collected, used or disclosed by the School in accordance with the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act.

The School will, 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.

Applicable Legislation

- Privacy Act 1988 (Cth)
- Health Records Act 2001 (Vic)

What kind of personal information does the School collect and how does the School collect it?

Personal Information

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

Personal information includes sensitive information and health information.

The School will only collect sensitive information and health information where it is reasonably necessary for, or directly related to, our functions and activities as an independent school and either:

- the individual has consented; or
- the School is required or authorised by or under law, including under the APPs, to collect such information.

Sensitive information is personal information that includes information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a professional, trade or political association or union, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices or criminal record.

Health information is information or an opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services, or a health service provided to the individual, currently or in the future.

The kind of personal information that the School collects and holds includes:

- in relation to its prospective, current and past students - names, date of birth, addresses and other contact details, next of kin, identity documents, gender, photographs and video images, health information and information concerning special needs or disability, racial or ethnic origin, religion
- in relation to its prospective, current and past parents and/or guardians (hereinafter referred to as 'parents') – names, addresses and other contact details, marital status, court orders affecting the parents and students, identity documents, financial information, photographs and video images, religion
- in relation to its prospective staff – names, addresses and other contact details, marital status and next of kin, identity documents, photographs, Working with Children Checks, VIT registration, National Police Record checks, health information, personal references, employment history, qualifications

- in relation to volunteers and contractors – names, addresses and other contact details, personal references, Working with Children Checks and National Police Record checks, employment history, qualifications
- in relation to other persons who come in contact with the School – names, addresses and other contact details, and such other information necessary in the circumstances of that person's contact with the School.

Personal information provided to the School

The School will collect personal information about an individual in the following ways:

- from parents through the enrolment process (either hard copy or on-line), face to face meetings and interviews, telephone calls, from correspondence (in writing, by email or other electronic means) and during the school year by way of forms, on-line and requests as required for the School's functions and activities
- from students during the course of their enrolment and attendance at the school, including through face to face meetings and interviews, from correspondence (in writing, by email or other electronic means), while undertaking course work and school activities
- from employees, volunteers and contractors through the recruitment or selection process, at interviews, from past employers and referees, and during the school year by way of forms, on-line and requests as required for the School's functions and activities.

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 professional or a reference from another school.

The School may also collect personal information about our website visitors and their interactions with our website through Google Analytics or similar analytical tool and through the use of "cookies".

Exception in relation to employee records

The School is not bound by the APPs and this Privacy Policy does not apply in relation to the School's collection, use and disclosure of an employee record where the treatment is directly related to a current or former employment relationship between the School and the employee.

How will the School use the personal information provided?

The School will use personal information it collects for the primary purpose of operating an educational institution and to provide educational and co-curricular services to its students, and for such other secondary purposes that are related to the primary purpose of collection and are reasonably expected, or to which the individual providing the information has 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 education and related services for its students. 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 but are not restricted to:

- To assess applications for enrolment in accordance with the School's enrolment policy and procedures
- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines

- Day-to-day administration of the School's functions and activities
- To provide an effective educational experience for students
- To support the welfare and wellbeing of students
- Seeking donations and marketing for the School
- To satisfy the School's legal obligations and allow the School to discharge its duty of care and its child safe obligations
- To comply with the requirements of government authorities and similar organisations
- To provide Class lists to other parents.

In some cases, where the School requests personal information about a student or parent, and the information is not provided, the School may not be able to fully assess and consider an application for enrolment or continue the enrolment of the student or permit a student to undertake certain activities. Further, the School may not be able to seek appropriate medical or first aid assistance for a student in an emergency if relevant health information about the student is not provided.

Job applicants, staff members and contractors

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.

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

- To assess applications and suitability for employment or contracting work with the School
- In administering the individual's work as a volunteer or contractor
- For insurance purposes
- To satisfy the School's legal requirements and allow the School to discharge its duty of care and its child safe obligations
- To assist in the School's normal administrative processes.

In some cases where the School requests personal information about a prospective employee or contractor, if the information requested is not provided, the School may not be able to fully assess that person's suitability for employment or contract work or be able to employ or engage that person.

Volunteers

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as its alumni association, to enable the School and the volunteers to work together.

In some cases, where the School requests personal information about a prospective or current volunteer, and the information requested is not provided, the School may not be able to fully assess that person's suitability for volunteer work or to engage or continue to engage that person as a volunteer.

Marketing and fundraising

The School views marketing and donation campaigns as vital for the future growth and development of the School, Personal information held by the School may be disclosed to an associated organisation that assists in the School's fundraising, for example, the School's Foundation or alumni organisation. This information may also be disclosed to third parties with appropriate privacy safeguards, e.g., direct marketing organisations. Parents, staff, contractors and other members of the wider School Community may from time-to-time receive fundraising information. School publications, such as newsletters and magazines, may include personal information as part of the marketing material for the School.

A person who does not want to receive marketing materials from the School may contact the Marketing Manager at

marketing@mgs.vic.edu.au to have his or her name removed from the mailing list.

Who might the School disclose personal information to?

In the conduct of its operations and its functions and activities as an independent school, the School may disclose personal information, including health information and sensitive information, held about an individual to:

- His or her parents (subject to the other provisions of this policy)
- Another school, particularly other schools with whom the School interacts
- State and Federal Government departments
- Medical practitioners and other health service professionals
- People providing services to the School, including specialist visiting teachers, consultants, counsellors, sports coaches, camp and excursion providers and other providers of services to the School
- Anyone to whom that individual has authorised the School to disclose information
- Our alumni – Old Melburnians – and our Parents and Friends support groups
- Law enforcement personnel, such as Victoria police
- Debt collection agencies
- Superannuation funds
- Anyone else authorised by law

Sending information overseas

The School will not disclose personal information about an individual to recipients outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied), and/or
- Otherwise complying with the APPs.

For instance, personal information of students and parents may be disclosed to recipients outside Australia in relation to student trips to other countries. However, it is not practicable to specify in this policy the countries in which such recipients are likely to be located.

The School may also store information by way of cloud computing, in which case it may be stored on servers outside Australia.

Management and security of personal information

School staff are required to respect the confidentiality of personal information and the privacy of individuals.

The School will take reasonable steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to computerised records. Where information is passed to external organisations acting on behalf of the School, appropriate privacy safeguards are to be put in place prior to the release of information.

Use of Cloud Services

Use of third-party cloud services is in accordance with the School's Cloud Based Applications Policy. The School is committed to ensuring that cloud-based services comply with legislative obligations and address the School's privacy and security requirements.

Updating and correcting personal information

The School endeavours to ensure that the personal information it holds is accurate, complete, relevant, not misleading and up to date. A person may seek to update their personal information held by the School by contacting the Records Officer of the School at any time (records@mgs.vic.edu.au).

The School will take such steps (if any) as are reasonable in the circumstances, having regard to the purpose for which the information is held, to update and correct the information. However, if the School refuses to correct the personal information as requested by a person, it will give that person a written notice that sets out the reasons for the refusal and the mechanisms available to complain about the refusal.

The APPs require the School not to store personal information longer than necessary and to take such steps as are reasonable to destroy the information nor to ensure that the information is de-identified.

Access to personal information held by the School

Under the APPs an individual may request access to any personal information which the School holds about them, and access will be provided within a reasonable time. However, there are some exceptions where the School may refuse to provide an individual with access to his or her personal information, including to the extent that:

- the School reasonably believes that giving access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety
- giving access would have an unreasonable impact on the privacy of others
- giving access would be unlawful
- denying access is required or authorised by or under an Australian law or a court or tribunal order
- giving access would be likely to prejudice an enforcement related activity conducted by an enforcement body, such as Victoria police.

An individual wishing to make a request to access any information the School holds about them or their child should contact the Director Business and Finance or Deputy Headmaster who will respond within 30 days of the request having been made:

Director Business and Finance/Deputy Headmaster
Melbourne Grammar School
355 St Kilda Road
Melbourne

E dbf@mgs.vic.edu.au
T +61 3 9865 7555

The School may require a person seeking to access information to verify their identity and specify the information required. The School will also consider the request with due reference to the relevant APPs.

Consent and rights of access to the personal information of (current) students

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

Generally, the School will refer any request for consent and notices in relation to the personal information of a student to the student's parents. The School 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.

However, the School may, at its discretion, on the request of a student, grant that student access to the information held by the School about them, or allow a student to give or withhold consent to the access to or disclosure of their personal information, independently of their parents. This would normally be done only when the student involved had reached 18 years of age, or in circumstances where the maturity of the student and/or the student's personal circumstances so warranted.

Past students have the right to request access to any personal information held about them by the School with consideration given to the relevant APPs. Any such requests are to be made to the Director Business and Finance/Deputy Headmaster. Where a past student has reached 18 years of age, the School will not release personal information about that student to the parents without the consent of the student.

Complaints

Individuals may make a complaint to the School if they consider that the School has interfered with their privacy because of an alleged breach of any of the APPs in relation to personal information held about them,

A complaint can be made in writing addressed to the Director Business and Finance/Deputy Headmaster:

Director Business and Finance/Deputy Headmaster
Melbourne Grammar School
355 St Kilda Road
Melbourne

E dbf@mgs.vic.edu.au
T +61 3 9865 7555

The procedure for a complaint is:

- The complaint must be forwarded to the Director Business and Finance/Deputy Headmaster and must specify details of the alleged breach.
- The Headmaster, or such other person nominated by the Headmaster, will ensure that the complaint is assessed and investigated.
- A response will be provided as soon as practicable but no later than within 30 days of receiving the complaint.
- If the School determines that there has been a breach of the APPs, the individual will be advised of any action the School intends to take to remedy the breach.

The Director Business and Finance/Deputy Headmaster will maintain a record of all complaints and determinations together with a record of any action taken in response to each complaint.