



## RAVENSWOOD SCHOOL FOR GIRLS POLICIES AND PROCEDURES

Policy Group: Management & Operations  
 Policy Subject: Privacy Policy & Collection Notice

Policy No:

MOS.01

<b>Contact Officer</b>	Human Resources Manager
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<b>Policy Statement</b>	<p>The Council of Ravenswood School for Girls (the School) is committed to protecting the privacy of personal information which the School determines is reasonably necessary to collect, hold and use in the operation of its business.</p> <p>This statement outlines the School Policy on how it uses, manages and discloses personal information provided to it or collected by it.</p>
<b>1. Scope</b>	This Policy applies to all School employees who collect and maintain personal information about staff, students, parents, volunteers, contractors and alumnae or any other personal information held by the School.
<b>2. Definitions</b>	<p><b>Personal Information</b> - is information which directly identifies an individual.</p> <p><b>Sensitive Information</b> - is information relating to a persons' racial or ethnic origin, political opinions, religion, trade union or other professional association memberships, sexual preferences, criminal record or health.</p>
<b>3. Framework</b>	<p>The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988.</p> <p>In relation to health records, the School is also bound by the NSW Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (Health Records Act).</p> <p>The School undertakes to review and update this Policy from time to time to reflect changes in legislation, technology, operations and practices to ensure its remains applicable and compliant.</p>
<b>4. Policy Guidelines</b>	
<b>4.1</b>	<p><b>The school may collect the following personal information:</b></p> <p>The information collected and stored by the School may include but is not limited to personal information including sensitive information about:</p> <ul style="list-style-type: none"> <li>• Students and parents/guardians before, during and after the course of the students enrolment;</li> <li>• Job applicants, staff, volunteers and contractors; and</li> <li>• Other people who come into contact with the school, and with consent provide personal information to the school.</li> </ul>
<b>4.1.1</b>	<p><b>Personal information provided by an individual:</b></p>

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4.1.2	<p>The School may collect and store personal information from an individual by way of completed forms, face-to-face meetings, interviews, emails and telephone calls. Personal information may be collected from parents, students, staff and other people as required by the school.</p> <p><b>Personal Information provided by other people:</b></p> <p>From time to time, the School may collect personal information from another individual or third party for example a medical professional or a reference from another School.</p>
4.1.3	<p><b>Employee records:</b></p> <p>Under the Privacy Act and Health Records and Information Privacy Act 2001 (NSW), the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result this Privacy Policy does not apply to the School handling of an employee record where it is directly related to a current or former employment relationship between the employee and the School.</p>
4.2	<p><b>School use of personal information:</b></p> <p>The School will use personal information it collects from individuals for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected for the purposes of the operations of the School, or to which has been consented.</p>
4.2.1	<p><b>Student and Parents:</b> The School's primary purpose of collection is to enable the School to provide schooling to the student. This may include but is not limited to satisfying the needs of the student, the parent, the school and the Board of Studies throughout the whole period the student is enrolled and the School.</p>
4.2.2	<p>The use of personal information of students and parents includes but is not limited to:</p>
4.2.3	<ul style="list-style-type: none"> <li>• Keeping parents informed about matters relating to their daughters schooling through correspondence, newsletters and magazines;</li> <li>• Day to day administration;</li> <li>• Looking after a students' educational, social, welfare and medical wellbeing;</li> <li>• Seeking donations and for marketing purposes;</li> <li>• To ensure the duty of care to the student; and</li> <li>• To satisfy the School's legal obligations.</li> </ul> <p>In some cases where the School requests personal information about a student or parent, if the information is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the pupil to take part in a particular activity.</p>

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4.2.4	<p><b>Job applicants, staff members and contractors:</b></p> <p>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.</p>
4.2.5	<p>The purposes for which the School uses personal information of job applicants, staff members and contractors include:</p> <ul style="list-style-type: none"> <li>• Administering the individual’s employment or contract;</li> <li>• For insurance purposes;</li> <li>• Seeking funds and marketing for the school;</li> <li>• To satisfy the School’s legal obligations (eg in satisfaction of the child protection legislation)</li> </ul>
4.2.6	<p><b>Volunteers:</b> The School obtains personal information about volunteers who assist the School in various functions and activities, to enable them to work together and with the School as required.</p>
4.2.7	<p><b>Marketing and Fundraising:</b> The School treats marketing and seeking donations for the future development of the school as an important part of ensuring the sustainability and viability of the Schools future. Personal information held by the school may be used by the School in support of these functions.</p>
4.2.8	<p>Parents, staff, contractors and other members of the community may, from time to time receive fundraising information from the School. School publications, which may include personal information, may be used for marketing purposes from time to time.</p>
4.2.9	<p>If an individual does not wish the School to use their personal information for marketing and fundraising purposes, they need to advise the School of their details and personal information will not be used for these purposes.</p>
4.3	<p><b>Who might the School disclose information to?</b></p> <p>The School may disclose personal information held about an individual to:</p>
4.3.1	<ul style="list-style-type: none"> <li>• Another school;</li> <li>• Government departments;</li> <li>• Medical practitioners;</li> <li>• People providing services to the School including specialist visiting teachers and sports coaches;</li> <li>• Recipients of School publications such as newsletters, magazines;</li> <li>• Parents;</li> <li>• Where the School has been authorized to disclose information; and</li> <li>• Anyone else to whom the School is required to disclose by law.</li> </ul> <p><b>Sending Information Overseas:</b> The School will not send personal information about an individual outside Australia without:</p> <ul style="list-style-type: none"> <li>• Obtaining the consent of the individual (in some cases this</li> </ul>

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4.3.2	<p>consent will be implied); or</p> <ul style="list-style-type: none"> <li>• Otherwise complying with the National Privacy Principles or other applicable privacy legislation.</li> </ul> <p><b>How does the school treat sensitive information?</b></p> <p>In referring to sensitive information, the School means information relating to a persons’ racial or ethnic origin, political opinions, religion, trade union or other professional association memberships, sexual preferences, criminal record or health.</p>
4.4	<p>Sensitive information may be used and disclosed only for the purposes for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.</p>
4.4.1	<p><b>Management and security of personal information:</b></p> <p>Staff are required to respect the confidentiality of staff, students’ and parents personal information and the privacy of individuals.</p>
4.4.2	<p>The school has in place steps to protect the personal information it holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage cabinets for paper records and password protected access right to computer records.</p>
4.5	<p><b>Updating personal information:</b></p> <p>The School endeavors to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the School by contacting the School at any time.</p>
4.5.1	<p>The National Privacy Principles and the Health Privacy Principles require the School not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of storage of personal information.</p>
4.5.2	<p><b>Right to access personal information:</b></p> <p>Under the Commonwealth Privacy Act and the Health Records and Information Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older student may seek access themselves. A written request to the Principal is required to access any information the School holds about a student or a parent.</p>
4.6	<p>The School may require verification of identity and the specifics of what information is required. The School may charge a fee to cover the cost of</p>
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4.7.2	<p>verifying the application, locating, retrieving and copying of any materials requested. If the information sought is extensive, the School will advise the likely cost in advance.</p> <p><b>Consent and rights of access to personal information of students:</b></p> <p>The School respects every parents' right to make decisions concerning their child's education.</p>
4.8	<p>Generally the School will refer any requests for consent and notices in relation to the personal information of a student to the students' 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.</p>
4.8.1	
4.8.2	<p>Parents may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will be occasions where access is denied. Such occasions would include where release of information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Schools' duty of care to a student.</p>
4.8.3	<p>The School may, on the request of a student, grant that student access to information held by the school about them, or alternatively allow a student to withhold consent to the use of their personal information independently of their parents.</p> <p><b>Enquiries and Complaints:</b></p>
4.8.4	<p>If you would like further information regarding the way the school manages personal information, or you wish to complain that you believe the school has breached the Australian Privacy Principles, please contact the Principal or the schools Privacy Officer. The schools Privacy Complaints Procedure can be found on the schools website</p>
4.9	<p><a href="http://www.ravenswood.nsw.edu.au">www.ravenswood.nsw.edu.au</a></p>

<b>Date Approved</b>	
<b>Approval Authority</b>	Principal
<b>Date of Commencement</b>	15 July 2013
<b>Amendment Dates</b>	10 March 2014
<b>Date for Next Review</b>	1 December 2014
<b>Related Policies, Procedures and Guidelines</b>	Personal Information Complaints Procedure
<b>Policies Superseded by this Policy</b>	Privacy Statement

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