Privacy Policy

Scope
This policy applies to all students, parents, prospective parents, job applicants, staff, volunteers and others including past students, contractors, visitors and others that come into contact with The Scots School Albury (the “School”).

Objective
The purpose of this Privacy Policy is to detail how we protect your privacy and how we comply with the requirements of the Privacy Act.

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.

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

The types of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information about:

- Students and parents and / or guardians (“Parents”) before, during and after the course of a student’s enrolment at the School;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School.

Personal Information you provide: The Scots School Albury will generally collect personal information held by forms and or documents completed by Parents or students; face to face meetings and interviews; emails and telephone calls. On occasion people other than Parents or a student provide information.

Personal information provided by other people: In some circumstances, the School may be provided personal information about an individual by a third party. An example of this would be a report provide by a medical professional or 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 treatment is directly related to a current or former employment relationship between the School and employee.

How will The Scots School Albury use the personal information you provide?

The School will use personal information it collects from you for the primary purposes stated below; and for such other secondary purposes that are related to the primary purpose of collection and 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 for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.
The purposes for which The Scots School Albury uses personal information of students and Parents include:

- Keeping Parents informed about matters relating to their child’s schooling, through correspondence, newsletters, website and magazines
- Day to day administration of the School
- Looking after student’s educational, social and medical wellbeing
- Seeking donations, sponsorship and marketing for the School; and
- Satisfying 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 the student or permit the student to take part in a particular activity.

Images of the School’s students, staff, alumni and visitors are used in many instances via the School’s magazine, newsletters, website and other public relations material, for both internal and external promotion of the School and its activities. Parents are asked to sign a talent release form for their child in this regard.

**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, staff members and contractors include:

- Administering the individual’s employment or contract, as the case may be;
- Insurance;
- Seeking donations, sponsorship 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 conduct associated activities to enable the School and the volunteers to work together.

**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. Personal information held by the School may be disclosed to an organisation that assists in the School’s fundraising. 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 (including images), may be used for marketing purposes.

**Who might the School disclose personal information to and store your information with?**

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

- Another school
- Government departments
- Medical practitioners
- People providing services to the School, including specialist visiting teachers, counselors and sports coaches
- Recipients of School publications, such as newsletters and magazines
- Parents
- Anyone you authorise the School to disclose information to and
- Anyone to whom we are required to disclose the information to by law

**Sending and storing information overseas:** The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However the School will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied)
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation
The School may also store personal information in the ‘Cloud’ which may mean that it resides on servers which are situated outside Australia.

How does The Scots School Albury treat 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 memberships, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information (such as any information about the health or disability of an individual) and biometric information about an individual.

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 are required to respect the confidentiality of students’ and Parents’ personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including: locked storage of paper records and password protection of computerised records.

Updating personal information

The School endeavours 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’s Privacy Officer at any time. The Australian Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information the School holds about you

Under the Commonwealth 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 these rights set out in the applicable legislation. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

To make a request to access or update any personal information the School holds about you or your child, please contact the Privacy Officer in writing.

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. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

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. 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.

Parents may seek access to personal information held by the School about them or their child by contacting the Privacy Officer. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School’s duty of care to the student.

The School may, at its discretion on the request of 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 so warranted.

**Enquires and complaints**

If you would like further information about the way the School manages the personal information it holds please contact the Privacy Officer.

If you wish to make a complaint about a breach by us of the Australian Privacy Principles you may do so by providing your written complaint by email, letter or making a verbal complaint.

We will respond to your compliant within a reasonable time (usually no longer than 30 days) and we may seek further information from you in order to provide a full and complete response.

Your complaint may also be taken to the Office of the Australian Information Commissioner.

**How to contact us**

You can contact the School about this Policy or your personal information by:

Emailing: privacy@scotsalbury.nsw.edu.au

Calling: 02 6022 0000

Writing: Privacy Officer The Scots School Albury, 393 Perry St Albury NSW

If practical, you can contact us anonymously. However, if you choose not to identify yourself we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

**Changes to your privacy and information handling practices**

This Privacy Policy is subject to change at any time – please check our website regularly for any changes.

**Authorisation**

<table>
<thead>
<tr>
<th>Privacy Policy</th>
<th>Version 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted by: SLT</td>
<td>Adopted on: Dec 2014</td>
</tr>
</tbody>
</table>