

# PRIVACY POLICY



## 1. Purpose

To purpose of the Hale School's (Hale/the School) Privacy Policy (the Policy) is to provide direction on the collection, use, management, and disclosure of personal information provided to, or collected by it, while discharging its mission. This document must be read in conjunction with the school's Archival Records Management Policy and Archives Policy

Hale School is bound by and complies strictly with the Australian Privacy Principles (APP) contained in the Commonwealth Privacy Act (1988). In relation to health records, the school is also bound by the Health Services (Conciliation and Review) Act 1995 and the Freedom of Information Act 1992.

The provisions of this Policy apply to the entire Hale

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The School will generally collect personal information held about an individual by way of forms completed (in hard copy or online) by a parent or student, in face-to-face meetings, interviews, emails and telephone calls. On occasions, people other than the parent and student may provide personal information.

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. This personal information will be treated in the same manner as if it were collected by the school.

If the School receives personal information about a third party from an individual, that individual must ensure that:

- the information is correct and has been collected and disclosed in accordance with the Act;
- the individual is entitled to disclose that information to the school; and
- without taking any further steps, the school may collect, use and disclose that information in accordance with this policy.

### 3.2 Use of personal information

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

Hale School's primary purpose for collection of personal information relating to students and parents is to enable it to provide schooling and educational services to the student and includes:

- Pre-enrolment matters;
- Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and other publications;
- Day-to-day administration;
- Looking after students' educational, social and medical wellbeing;
- Drawing upon the expertise of particular members of the School community to assist with operations and functions;
- Seeking donations for the School;
- Promotion and marketing of the School; and
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

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

The school's primary purpose for collection of personal information of job applicants, staff members, contractors and volunteers is to assess suitability for engagement, for administering contracts, insurance purposes and to satisfy legal obligations, for example, in relation to child protection.

Personal information held by the School may be disclosed to an organisation that assists in the School's marketing and fundraising endeavours, such as the Hale School Parents' and Friends' Association, the Hale School Foundation (Inc), or the Old Haleians' Association.

### 3.3 Disclosure of personal information

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, counsellors and sports coaches;
- Providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs;
- Providers of learning and assessment tools;
- Assessment and educational authorities, including the o-1.3 (5au)-5.2 (d) 5.9 (e)-2.1 (s)-440(o)5.8

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## 3.7 Consent rights of access to personal information of students

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parent(s). 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.

In accordance with section 3.6 above, parents may seek access to personal information held by the school about them or their child by contacting the Headmaster. There will, however, 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

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