

## Your privacy is important

This statement outlines how the Deutsche Schule Melbourne – A German International School uses and manages personal information provided to or collected by it. The School is bound by the National Privacy Principles contained in the Commonwealth 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 Schools' operations and practices and to make sure it remains appropriate to the changing School environment.

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

The type of information the School collects and holds includes personal information, including 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
- other people who come into 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 and telephone calls. On occasions people other than parents and students provide personal information.

### 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.

### Exception in relation to employee records

Under the Privacy Act the National 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 the employee.

### **How will the School use the personal information you provide?**

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 reasonably expected, or to which you have consented.

#### Pupils 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 information is important to assist us to satisfy both the needs of parents and the needs of the students 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 correspondence, newsletters, magazines as well as on the website, such as the student's academic and sporting achievements and student activities
- day-to-day administration
- to provide contact information to families in the school community in order for families to be able to contact each other ("Class Lists")
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the School
- to satisfy the School's legal obligation and allow the School to discharge its duty of care

You may opt out of Class Lists by notifying the School. Furthermore, if you do not wish information about your child to be published please notify the School immediately.

In some cases where the School requests personal information about a student or parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

#### 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 purposes
- 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 conduct associated activities to enable the School and the volunteers to work together.

### Marketing and fundraising

The School treats marketing and seeking donations for 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 activities.

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, may be used in marketing and fundraising activities.

## **Who might the School disclose personal information to?**

There are occasions when the School needs to disclose personal information, including sensitive information, held about an individual to other individuals or organisations, such as:

- another school
- government departments
- medical practitioners
- people providing services to the School, including specialist visiting teachers and sports coaches
- recipients of School publications like newsletters and magazines
- parents and
- anyone you authorise the School to disclose information to

**Sending information overseas:** 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) or
- otherwise complying with the National Privacy Principles

### **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, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access rights to 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 Head Teacher at any time.

The National 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 that 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 students may seek access themselves.

To make a request to access any information the School holds about you or your child, please contact the Secretary of the Board in writing. The School may require you to verify your identity and specify what information you require.

### **Consent and rights of access to the personal information of pupils**

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 Secretary of the Board. However, there will be occasions when access is not granted. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or 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's personal circumstances so warranted.

### **Enquiries**

If you would like further information about the way the School manages the personal information it holds, please contact the Secretary of the Board.

Date

April 2008

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