

At Westminster School, your privacy is important.

This statement outlines Westminster School's policy on how the School uses and manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012 (as amended).

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 (but is not limited to) 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; and
- 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, emails 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 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 the employee.

**Cookies:** Standard tracking technology such as cookies may be used on our website. Cookies recognise a user's browser each time they visit a particular website and enables the website to track your preferences when using the site. A cookie is a small file sent by a website and stored on a user's computer for record keeping purposes but do not personally identify the user. If you do not wish to receive any cookies you may set your browser to refuse them, however use of websites may be affected.

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

The School will use personal information it collects from you for the primary purpose for which such information is collected, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, to which you have consented, or which is required or authorised under Law.

**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 and educational services for the student. 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:

- pre-enrolment matters

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- drawing upon the expertise of particular members of the School community to assist with operations and functions;
- to satisfy 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.

**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:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the School;
- to satisfy 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, such as the School Council, 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, for example, the School's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters, magazines and/or the public media (such as radio or television), which include personal information, may be used for marketing purposes.

If you do not wish to receive direct marketing communications from the School, please advise the Development Office.

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

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 and sports coaches;
- recipients of School publications, like newsletters and magazines;
- parents;
- anyone you authorise the School to disclose information to;
- anyone to whom we are required to disclose the information by law.

**Sending information overseas:** The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' based service providers which are located outside Australia, or to facilitate a school exchange, visit or trip outside Australia, but will

- obtain the consent of the individual (in some cases this consent will be implied); or
- otherwise comply with the Australian Privacy Principles or other applicable and current privacy legislation.

The School currently uses MailChimp to manage our bulk email distribution. MailChimp is based in the United States of America and provide the following statement about information they access:

"All data is held and processed in the USA.

We take customer privacy & security very seriously here at MailChimp. Our policies and precautions are explained in our Privacy Policy, available here: <http://mailchimp.com/legal/privacy> and our Security page, available here: <http://mailchimp.com/about/security> "

You will be able to opt out any time from our email distribution service.

#### **How does the School 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 membership, sexual preferences or criminal record, that is also personal information; and health 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' information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds from misuse, loss, interference, unauthorised access, modification or disclosure by use of various methods including secure storage of paper records and pass-worded access rights to computerised records.

#### **Access and correction of 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 office, or we may take measures to update or correct out of date information

The Australian Privacy Principles require the School not to store personal information longer than necessary.

Under the Act (as amended), 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 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 any information the School holds about you or your child, please contact the Principal 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 shall provide you with written notice explaining the reason(s) 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 Principal. 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, as 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 student's personal circumstances so warranted.

### **Enquiries and complaints**

If you would like further information about the way the School manages the personal information it holds, or wish to make any inquiry related to the School's compliance with the Australian Privacy Principles, please contact the Principal in writing.

The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been lodged.



Westminster School

### Privacy Policy – Standard Collection Notice

**Westminster School collects personal information, including sensitive information about students and parents/guardians before and during the course of a student’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and educational services for your son/daughter.**

1. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.
2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act (as amended).
4. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
6. Personal information collected from students is regularly disclosed to their parents/guardians. On occasions information (written or photographic) such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, on our website and used for publicity purposes.
7. Parents/guardians may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.
8. The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

This Collection Notice is to be read in conjunction with the School’s Privacy Policy which is available on the School’s internet site, [www.westminster.sa.edu.au](http://www.westminster.sa.edu.au), or from the School office.



Westminster School

### **Privacy Policy – Alumni Collection Notice**

1. Westminster Old Scholars Association or Westminster School may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Westminster and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the Westminster Old Scholars Association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Westminster School to assist in its fundraising activities. If you do not agree to this, please advise us in writing to the School at Alison Avenue, Marion SA 5043 or by telephone on (08) 8276 0276.
4. Westminster Old Scholars Association may publish details about you in Westminster News and on the School's website. If you do not agree to this you must advise us now.
5. You may seek access to personal information collected about you by contacting us, care of the School.
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.

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Westminster School

### **Privacy Policy – Contractor/Volunteer Collection Notice**

1. In applying to provide your services you will be providing Westminster School with personal information. We can be contacted at 1-23 Alison Avenue, Marion; via email at [ws@westminster.sa.edu.au](mailto:ws@westminster.sa.edu.au) or by phone on 08 8276 0276
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information
4. Access to this information may be available to you if you ask the School for it.
5. We will not disclose this information to a third party without your consent.
6. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

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Westminster School

### Privacy Policy – Employment Collection Notice

1. In applying for a position with Westminster School you will be providing us with personal information. We can be contacted at 1-23 Alison Avenue, Marion; via email at [ws@westminster.sa.edu.au](mailto:ws@westminster.sa.edu.au) or by phone on 08 8276 0276
2. If you provide us with personal information, for example your name and address or information contained on your resume or CV, we will collect the information in order to assess your application.
3. You agree that we may store this information for the amount of time required to assess your application. In the event that you are appointed to a position, you agree that this information may be held on your permanent personnel file.
4. If you are unsuccessful, we often hold the information you have provided us for a period of up to six months in case another suitable position arises in that period.
5. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
6. We will not disclose this information to a third party without your consent.
7. You agree that we may contact referees listed on your application and discuss your application with these referees to the extent that is required to assess your suitability for the position for which you have applied.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for up to six months if your application is unsuccessful and that it will form part of your permanent personnel file if you are appointed to a position.

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