



Korowa Privacy Policy

Applicability

This policy applies to all activities of Korowa Anglican Girls' School ("Korowa") and its related bodies corporate and all dealings of our staff and contractors with students, parents and guardians. It applies to the period before, during and after a student's enrolment and/or a staff member's employment at Korowa. This policy supersedes any previous Privacy Policy. Korowa may from time to time review and update this policy to take into account changes in legislation, technology as well as changes to Korowa's operations and practises. This ensures the policy remains current and effective. Any changes to the policy will be published on the Korowa website at www.korowa.vic.edu.au

Statement of Intent

Korowa respects the privacy of the members of its community. Korowa collects personal information in the course of its normal operations and for the purpose of providing high quality education to students and ensuring Korowa effectively discharges its duty of care to all students, staff and members of the Korowa community. Personal Information will be used in a responsible manner that complies with the Australian Privacy Principles (APP's) contained in the Privacy Act 1988 (Cth) as amended by Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)-("The Privacy Act"). The APP's govern the manner in which Korowa collects, uses, handles, discloses and secures the information we collect. In addition, where Korowa collects health information this will be done in accordance with the Health Records Act 2001.

Collection and Use of Information

Korowa collects various forms of information, including personal information, sensitive information and health information, about students, prospective students, parents or guardians, staff members, staff applicants, visitors, volunteers, alumni and contractors.

This information is provided in a number of ways, including, but not limited to, written form (including faxes, letters and e-mails), face-to-face meetings, verbally and any other form of communication with Korowa.

Health information and medical reports are regarded as sensitive information under the provisions of the Privacy Act and may be provided by a third party, such as a medical professional.

Sensitive information may relate to a person's racial or ethnic origin, religion, political opinions, sexual preferences, criminal record, health information, trade union or other professional or trade association membership.

Ordinarily the information provided to Korowa is solicited, that is, requested by Korowa in some form. Where Korowa receives unsolicited personal information, that is, where Korowa has not taken steps to collect this information we will determine whether the information is of a type we would ordinarily have collected and if so we will treat the information as if we had collected it. If the information would not ordinarily have been collected by Korowa this information will be destroyed and/or de-identified.

Korowa uses information only for the purpose for which it is collected and includes keeping parents and staff informed, for day-to-day administration, in looking after a student's educational, social and medical well-being, to satisfy Korowa's legal obligations and government accountabilities including

discharging our duty of care, and when marketing Korowa or seeking donations and/or fundraising. Personal information held by Korowa may be disclosed to organisations that assist in Korowa's fundraising, for example, the Korowa Foundation Limited or the Korovian Club, or, on occasions, external fundraising organisations. In addition, Korowa may make use of a mailing house to assist in distribution of fundraising letters. Parents, staff, contractors and other members of the wider Korowa community may from time to time receive fundraising information. School publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise or permitted by law. In certain instances, where personal information sought has not been provided Korowa may be unable to enrol a student, continue the enrolment of a student and/or allow a student to participate in a particular activity.

Disclosure of Information

Korowa may, from time to time, disclose personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, service providers such as specialist coaches, visiting teachers or for the purpose of registering students on various educational web tools and social media platforms. Personal information may also be disclosed to recipients of School publications including newsletters and magazines. Korowa may also be required by law to disclose personal information, for example by way of court order, subpoena or other legal process.

In some instances, personal information may be disclosed to overseas recipients. This is particularly relevant where students may travel overseas for the purposes of a school activity. In these instances, consent will be obtained prior to disclosing this information and you will be advised of the location of the foreign recipient. Korowa will take all reasonable steps to ensure that the personal information provided to an overseas recipient is handled in a manner consistent with this policy and complies with the APP's.

Korowa may also store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia

Parents may authorise Korowa to disclose information to others about student/s or themselves.

Korowa undertakes not to disclose personal information to third parties for their own marketing purposes.

In some instances, we may seek your consent to disclose personal information, for example, the inclusion of parent contact details in class or house lists or use of student images in marketing material.

Destruction of Information

Personal Information collected in accordance with this policy will be destroyed and/or de-identified when that information is no longer required, taking into account any legislative obligations to retain information for any specified periods.

Accuracy and Access to Information

Korowa will take all reasonable steps to ensure the accuracy and completeness of the information it collects. Where Korowa identifies gaps and/or inaccuracies in the information it holds it will take all reasonable steps to correct and/or update the information held.

Parents, students and staff may seek to access their personal information and/or update their personal information should they believe it is either incomplete or inaccurate. Access may be denied if it would impact on the privacy or safety of others or breach Korowa's duty of care. If access is denied Korowa

will provide a written explanation for such refusal. Any request to update and/or access personal information should be made in writing to the Principal. A reasonable fee may be charged to cover the costs of accessing personal information. Any updates will be made free of charge. Generally, Korowa will refer any requests for consent to the student's parent(s). Korowa will treat consent given by parents as consent given on behalf of the student. Notice to parents will be regarded as notice to the student.

Korowa may, at its discretion, grant a student's request for access to information, or allow a student to give or withhold consent to the use of personal information, independently of parents. This would normally only be done when maturity or personal circumstances warrant it.

Enquiries and Complaints

If you would like any additional information about the way in which Korowa manages your personal information or you believe that Korowa has not protected your personal, sensitive or health information as required under the APP's and you wish to complain please contact the Principal. The attached form (Annexure A) may be used. Korowa will investigate all complaints and respond in a fair and timely manner.

If your complaint remains unresolved you may refer it to the Privacy Commissioner. For further information on how to refer a complaint please see the Australian Information Commissioners website www.oaic.gov.au

School Commitment and Security of Personal Information

Korowa is committed to upholding this policy and to ensuring that our records and information management systems safeguard the personal information and privacy of all members of the Korowa community. Korowa will take all reasonable steps to protect the personal information we hold from any loss and/or misuse. Lockable storage and password protection support the ethical standards embodied in this policy and provide reasonable steps to protect personal information from modification, disclosure and/or unauthorised access.

Accountability

All Korowa employees are required to respect the confidentiality and protection of personal information relating to students, prospective students, parents or guardians, staff members, staff applicants, visitors, volunteers, alumni and contractors.

Policy Owner

This Policy is owned by the Principal

Review Date

This Policy will be reviewed every two years with the next review due in April 2019.