NYANGATJATJARA ABORIGINAL CORPORATION
(trading as Nyangatjatjara College)
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PRIVACY POLICY

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Authorised by: Board Chair	Date of Authorisation: September 2026

Statement
This policy sets out how Nyangatjatjara College manages personal information provided to or collected by it. Nyangatjatjara College is bound by the Australian Privacy Principles contained in the *Privacy Act*. Nyangatjatjara College may, from time to time, review and update its Privacy Policy to take account of new laws and technology, changes to Nyangatjatjara College's operations and practices, and to make sure it remains appropriate to the changing school environment.

Purpose
Nyangatjatjara College is bound by the Australian Privacy Principles contained in the Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.

Scope
The policy applies to Nyangatjatjara Aboriginal Corporation and Nyangatjatjara College board members, employers, employees, volunteers, parents/carers and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

Exception in Relation to Employee Records:
Under the *Privacy Act 1988* (Cth) Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this policy does not apply to Nyangatjatjara College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Nyangatjatjara College and employee.

References
Australian Privacy Principles
Privacy Act 1988 (Cth)
Care and Protection of Children Act 2007
Nyangatjatjara College Child Protection Policy
Nyangatjatjara College Inclusive Education Policy
Nyangatjatjara College Enrolment Policy
Nyangatjatjara College Media Release Form

Policy

What kinds of personal information does the school collect and how does the school collect it?
The type of information Nyangatjatjara College collects and holds includes (but is not limited to) personal information, including health and other sensitive information about:

- students and parents and/or carers before, during and after the course of a student's enrolment at the school:
- name, contact details (including next of kin), date of birth, gender, language background, and previous school;
- parents' education, occupation and language background;
- medical information (e.g. details of disability and/or allergies, medical reports, names of doctors);

- conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
- counselling reports;
- health fund details and Medicare number;
- any court orders;
- volunteering information; and
- photos and videos at school events.
- job applicants, staff members, volunteers and contractors:
- name, contact details (including next of kin), and date of birth;
- information on job application;
- professional development history;
- salary and payment information, including superannuation details;
- medical information (e.g. details of disability and/or allergies, and medical certificates);
- complaint records and investigation reports;
- leave details;
- photos and videos at school events;
- workplace surveillance information;
- work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with the school include name and contact details and any other information necessary for the particular contact with the school.

Personal Information you provide:
Nyangatjatjara College 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 Nyangatjatjara College 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.

How will the school use the personal information you provide?
Nyangatjatjara College 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 by you, or to which you have consented.

Students and Parents
In relation to personal information of students and parents, Nyangatjatjara College's primary purpose of collection is to enable Nyangatjatjara College to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school. This includes satisfying the needs of parents, the needs of the students, and the needs of Nyangatjatjara College throughout the whole period the student is enrolled at the school. The purposes for which Nyangatjatjara College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling through correspondence and newsletters
- day-to-day administration of Nyangatjatjara College
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for Nyangatjatjara College
- to satisfy Nyangatjatjara College's legal obligations and allow the school to discharge its duty of care.

In some cases where Nyangatjatjara College requests personal information about a student or parent, if the information requested is not provided, Nyangatjatjara College may not be able to enroll or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is

published in the school newsletter, on our intranet, on our website and on our Facebook page this may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

Job applicants, Staff Members and Contractors
In relation to personal information of job applicants, staff members and contractors, Nyangatjatjara College's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor. The purposes for which Nyangatjatjara College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, for insurance purposes
- seeking donations and marketing for the college
- to satisfy the college's legal obligations, for example, in relation to child protection legislation.

Volunteers
The college also obtains personal information about volunteers who assist Nyangatjatjara College in its functions or conduct associated activities, such as the Nyangatjatjara Aboriginal Corporation (NAC), to enable Nyangatjatjara College and the volunteers to work together.

Marketing and Fundraising
Nyangatjatjara College treats marketing and seeking donations for the future growth and development of the college as an important part of ensuring that Nyangatjatjara College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Nyangatjatjara College may be disclosed to organisations that assist in the college's fundraising, for example, the Nyangatjatjara College's governing body, Nyangatjatjara Aboriginal Corporation (NAC), or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider college community may from time to time receive fundraising information. College publications, like the newsletter, which include personal information, may be used for marketing purposes. If you would like to opt-out of direct marketing, please contact the principal at ceo@nc.nt.edu.au

Who might the college disclose personal information to and store your information with?
Nyangatjatjara College may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to Nyangatjatjara College
- recipients of college publications, such as the newsletter
- students' parents or carers
- anyone you authorise Nyangatjatjara College to disclose information to
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

Sending and Storing Information Overseas
Nyangatjatjara College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Nyangatjatjara College 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.

Nyangatjatjara College may use online or 'cloud' service providers to store personal information and to provide services to Nyangatjatjara College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

Sensitive Information
In referring to 'sensitive information', Nyangatjatjara College means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information 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 required by law.

Management and Security of Personal Information
Nyangatjatjara College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Nyangatjatjara College has in place steps to protect the personal information Nyangatjatjara College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Data Breaches
It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of personal information about one or more individuals (the affected individuals)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
  - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
  - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic, and financial harm, as well as serious harm to reputation.

<u>What must the college do in the event of an 'eligible data breach'?</u>
If Nyangatjatjara College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Nyangatjatjara College will be required to lodge a statement to the Privacy Commissioner. Where it is practical to do so, the college entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Nyangatjatjara College will publish a copy of the statement on its website or publicise it in another manner.

<u>Exception to notification obligation</u>
An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and because of that action:

- there is no unauthorised access to, or unauthorised disclosure of the information
- there is no serious harm to affected individuals, and because of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information
Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Nyangatjatjara College holds about them and to advise Nyangatjatjara College 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 or to update any personal information Nyangatjatjara College holds about you or your child, please contact the principal in writing. Nyangatjatjara College may require you to verify your identity and specify what information you require. Nyangatjatjara College 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, Nyangatjatjara College 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.

The school will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant, and not misleading.

Consent and Rights of Access to the Personal Information of Students
Nyangatjatjara College respects every parent's right to make decisions concerning their child's education. Generally, Nyangatjatjara College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Nyangatjatjara College 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.

As mentioned above, parents may seek access to personal information held by Nyangatjatjara College 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 Nyangatjatjara College's duty of care to a student.

The College may, at its discretion, on the request of a student grant that student access to information held by Nyangatjatjara College 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 warrant it.

Enquiries and Complaints
If you would like further information about the way Nyangatjatjara College manages the personal information, it holds or wish to make a complaint about Nyangatjatjara College's breach of the Australian Privacy Principles please contact the school principal on ceo@nc.nt.edu.au . Nyangatjatjara College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Review

- **Review Date:** Every three (3) years
- **Next Review:** 2029
- **Policy Owner:** Nyangatjatjara College Aboriginal Corporation

Version	Date	Author	Changes made
1	September 2026	School Leadership	First version