



Sapphire Coast
ANGLICAN COLLEGE

Privacy Policy and Procedural Information

Web version

Relevant legislation/guidelines	Privacy Act 1988 The Privacy Legislation Amendment (Enforcement and Other Measures) Bill 2022 (Cth) National Privacy Principles 2014 Children and Young Persons (Care and Protection) Act 1998 Registered and accredited Individual Non-government Schools Manual Privacy Amendment (Public Health Contact Information) Act 2020
Related Documents	Complaints policy and procedure Investigations policy and procedure Continuous improvement procedure – incidents, hazards and near misses Staff Code of conduct Data breach policy and procedure Technology Usage Agreement – Personnel Records management policy and procedure Standard collection notice Contractors' collection notice Employment collection notice
Date of approval	20 February 2026
Authorisation	Principal
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal
Accessible	Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/>

Commitment

Sapphire Coast Anglican College (SCAC) (the College) is committed to the protection of personal and sensitive information of personnel, parents and students collected for the purposes of providing quality educational services.

Purpose

This Privacy policy sets out how the College manages personal information and your rights in relation to your personal information, including how to complain and how we deal with complaints.

This document is consistent with the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

Scope

This is a College-wide policy applying to students, parents and personnel (including volunteers and Members of the Board) in all services and programs.

The Australian Privacy Principles (APPs), contained in the Privacy Act 1988 (Privacy Act) and the Health Privacy Principles (HPP) which are contained in the Privacy amendment (Public Health Contact Information) Act 2020 (Privacy Amendment Act) apply to records of parents and students.

The handling of personnel records by a private sector employer is exempt from the Privacy Act if it is directly related to your current or former employment relationship. The Privacy Act only applies to personnel records if the information is used for a purpose not directly related to the employment relationship. However, workplace laws require a range of information to be made and kept for personnel. Current and former personnel can request access to these records under workplace laws. For more information about accessing your personnel records under workplace laws refer to information produced by the Fair Work Ombudsman.

The scope of this document does not extend to data breach information, this information can be found in the *Data breach policy and procedure*.

Definitions

Direct marketing - handling of personal information to communicate directly with an individual to promote advertising or marketing material

Personnel – all employees, volunteers including Board members and contractors

Student – a child enrolled at the College or has submitted an application for enrolment

Parent – a student’s father/mother/guardian

Privacy – when an individual is free from public interruption and intrusion

Personal information – information relating to and individual that identifies them, including but not limited to:

names	date of birth
address	photograph
email address	Religion
phone number/s	location data
inferred information	technical or behavioural data
court orders	Bio-metric information

Sensitive information - a type of personal information, it can be inferred from information that is not sensitive, including but not limited to:

ethnic origin	political opinions
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sexual preferences	criminal records
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Health information - a type of sensitive information, including but not limited to:

medications	diagnosis
abilities	injuries

Targeting - handling of information, including personal, de-identified and unidentified information e.g. internet history, for tailoring services, content advertisements or offers

Policy

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 (Privacy Act). In relation to health records, the College is also bound by the Health Records and Information Privacy Act 2002 (NSW).

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles and Health Privacy Principles do not apply to certain treatment of an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record held by the College, where the treatment is directly related to a current or former employment relationship between the College and the employee.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment. The current version of this Privacy Policy is published on our website.

Responsibilities

All personnel are required to appropriately manage personal information and prevent the potential of a data breach in accordance with this policy and accompanying procedure.

The **Principal** will:

- conduct a Privacy Impact Assessment (PIA) for activities with high privacy risks. High privacy risk is one that is 'likely to have a significant impact on the privacy of individuals'. PIAs will be undertaken prior to the commencement of the high-risk activity such as collecting biometric information
- be the designate responsible for privacy within the College and is responsible for the implementation of this policy and accompanying procedure.

Procedure

Kinds of personal information we collect

The types of information the College collects includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians (parents') before, during and after the course of a student's enrolment at the College, including:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation, language spoken at home, nationality and country of birth;

- health information (e.g. details of disability and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors);
 - results of assignments, tests and examinations;
 - 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 Family Court orders;
 - criminal records;
 - volunteering information; and
 - photos and videos at College events;
- job applicants, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - health information (e.g., details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at College events;
 - workplace surveillance information; and
 - work emails and private emails (when using work email address) and Internet browsing history; and
 - other people who come into contact with the College, including name and contact details and any other information necessary for the particular contact with the College.

How we collect personal information

Personal information you provide: The College generally collects personal information about an individual directly from the individual (or their parent in the case of students). This includes by way of forms, face-to-face meetings and interviews, emails and telephone calls.

Personal information provided by other people: In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, a reference from another school or a referee for a job applicant. If a student transfers to a new school, the new school may collect personal information about the student from the student's previous school to facilitate the transfer of the student.

Personal information from other sources: We may also collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

Purposes for which we collect, use and disclose personal information

The purposes for which the College collects, uses and discloses personal information depend on our relationship with you and include the following:

Students and Parents:

- providing schooling and school activities;
- satisfying the needs of parents, the needs of students and the needs of the College throughout the whole period a student is enrolled at the College;
- making required reports to government authorities;

- keeping parents informed about matters related to their child’s schooling, through correspondence, apps, newsletters and magazines;
- day-to-day administration of the College;
- looking after students’ educational, social and health wellbeing;
- seeking donations for the College (see the ‘Fundraising’ section of this Privacy Policy); and
- to satisfy the College’s legal obligations and allow the College to discharge its duty of care.

Volunteers:

- to contact you about, and administer, the volunteer position;
- for insurance purposes; and
- satisfying the College’s legal obligations, e.g. in relation to child protection legislation.

Job applicants and contractors:

- assessing and (if successful) engaging the applicant or contractor;
- administering the individual’s employment or contract;
- seeking donations for the College -see the ‘Fundraising’ section of this Privacy Policy);
- for insurance purposes; and
- satisfying the College’s legal obligations, for example, in relation to child protection legislation.

Sensitive information

Sensitive information will be used by the College only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose; and
- with your consent; or where required or authorised by law.

Who we disclose personal information to

The College may disclose personal information, including sensitive information, for educational, care and administrative purposes, and to seek support and advice. This may include to:

- other schools and teachers at those schools, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
- organisations that assist us with fundraising (see the ‘Fundraising’ section of this Privacy Policy);
- providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection, students with additional needs and for the purpose of administering Google Apps for Education and ensuring its proper use (see further the section below ‘Sending and storing information overseas);
- 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);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to the College;
- [the provider of our information management and storage system and other information technology services;]

- recipients of College publications, such as newsletters and magazines;
- students' parents or guardians;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

How we store personal information

We store your personal information in hard copy and electronically. We use information management and storage systems provided by third party service providers. Personal information is stored with and accessible by the third-party service providers for the purpose of providing services to the College in connection with the systems. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information. See further the section below 'Sending and storing information overseas.'

Sending and storing information overseas

The College may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a school exchange. The College may use online or 'cloud' service providers to store personal information and to provide services to the 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 and provide technical support. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft 365. Microsoft 365 provides the apps for education and stores and processes limited personal information for this purpose. College personnel and its service providers may have the ability to access, monitor, use or disclose emails, communications, e.g. instant messaging, documents and associated administrative data for the purposes of administering Microsoft 365 and ensuring its proper use.

Geolocation data

The College will seek consent to collect, use, disclose and store precise geolocation data.

Fundraising

The College treats seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both students and staff thrive. Your personal information may be used to make an appeal to you.

Security of personal information

The College has in place steps to protect the personal information the 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. These steps include:

- Restricting access to information on the College databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.

- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.
- Implementing physical security measures around the College buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing human recourse policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek access to, and/or correction of, any personal information which the College holds about them. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access, update or correct any personal information the College holds about you or your child, please contact the College Principal by email. The College may require you to verify your identity and specify what information you require. The College may charge a reasonable fee for giving access to your personal information (but will not charge for the making of the request or to correct your personal information). If the information sought is extensive, the College will advise the likely cost in advance.

If we decide to refuse your request, we will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons) and how to complain.

Consent and rights of access to the personal information of students

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Generally, the 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.

Parents may seek access to personal information held by the College about them or their child by contacting the College Principal] by telephone or in writing (details in the section above 'Access and correction of personal information'). However, there may be occasions when access is denied. Such occasions may include (but are not limited to) where the College believes the student has capacity to consent and the College is not permitted to disclose the information to the parent without the student's consent, 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 College's duty of care to the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the 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 the College manages the personal information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles or the Health Privacy Principles please contact the College Principal by email. The 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. If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.

Standard collection notice

The College notifies individuals using one of the following:

- Standard collection notice for students and parents
- Employment collection notice – when making application seeking employment
- Contractors' collection notice – used during the onboarding process

Disposal of personal information

When personal information is no longer needed for the purpose for which it was obtained, the College will take reasonable steps to destroy or permanently de-identify personal information. However, most of the personal information will be stored according to the *Records retention schedule* attached to the *Records management policy*.

Compliance

Noncompliance with this procedure may result in disciplinary action up to and including dismissal.