



The Coast Christian School
a ministry of Coast Community Church

2017

PRIVACY

Policy with regards the privacy of the stakeholders of Coast Christian School

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Privacy

1.0 Purpose

The purpose of this document is to outline the policy and procedures that apply to the School's responsibilities with regards the privacy of the stakeholders of Coast Christian School (the School, CCS), especially, but not limited to, students, their families, and staff.

2.0 Context

In Australia, privacy law generally relates to the protection of an individual's personal information. Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable.

The *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Privacy Amendment Act) made many significant changes to the *Privacy Act 1988* (Privacy Act). These changes commenced on 12 March 2014. The Privacy Regulation 2013, made under the Privacy Act, also commenced on 12 March 2014. The Privacy Act now includes a set of 13 new harmonised privacy principles.

The Privacy Act now includes thirteen Australian Privacy Principles that regulate the handling of personal information by Coast Christian School (CCS; the School). The Privacy Principles set out standards, rights and obligations for the handling, holding, accessing and correction of personal information (including sensitive information). This policy document has been prepared in accordance with all 13 Australian Privacy Principles to ensure that the School meets its legal obligations but more importantly, provides effective standards and procedures for handling personal information and protects the privacy of our school community.

3.0 Policy

Coast Christian School will implement procedures to ensure that it meets its legislative obligations in relation to the privacy of the stakeholders of Coast Christian School, especially, but not limited to, students, their families, and staff.

4.0 Congruence with Legislation and Related Policies

Privacy Act 1988 (Privacy Act)

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act)

The Privacy Regulation 2013

General School Policy

Student Welfare Policy

5.0 Procedures

The following sections set out and explain the Australian Privacy Principles (APPs) relating to the collection, storage and use of personal information. These APPs are described below, together with a plain-language explanation of how the School will meet them.

Part 1 – Privacy by Design

APP 1 — Open and transparent management of personal information

The School is required to ensure that personal information is managed in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity

The School is required to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

5.1.1 What is personal information?

Personal information includes general information about a person, but also includes “sensitive information” and “health information”.

Personal information can include a person’s name, address, some financial information, marital status, family information such as next of kin, phone numbers and limited information as to work status and location.

Sensitive information includes information relating to racial or ethnic origin, political opinions or political affiliations, philosophical or religious beliefs or affiliations, membership of professional or trade associations or trade unions, sexual identification or practices, criminal records and health and genetic information.

Health information includes any information collected about an individual’s health or disability and any information collected in relation to a health service that is provided. It can include such things as diagnoses and treatments, identified symptoms, notes or reports from medical professionals and prescriptions.

Part 2 – Collection and Notification

APP 3 — Collection of solicited personal information

This APP outlines when the School can collect personal information that is solicited. Higher standards are applied to the collection of 'sensitive' information.

APP 4 — Dealing with unsolicited personal information

This APP outlines how the School must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information

This APP outlines when and in what circumstances the School must notify an individual of certain matters in relation to personal information that it collects.

5.2.1 What personal information does CCS collect?

The type of information the School collects and holds includes personal information, including sensitive information, about:

- students and parents and/or carers (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, 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.

Sensitive information

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.

Information given by consent

Most personal information, especially that of a sensitive nature, can only be collected by the School with the consent of the individual involved. However, where consent for requested information is refused, and such information may prevent the School from discharging its duty of care to the entire school body (students, parents, family, staff, volunteers, contractors etc.), the School may not be able to enrol or continue the enrolment of the student. This also applies to applications for staff vacancies, volunteer positions and contract services.

Exception in relation to employee records

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 employee.

Part 3 – Use and Disclosure of Personal Information

APP 6 — Use or disclosure of personal information

This APP outlines the circumstances in which the school may use or disclose personal information that it holds.

APP 7 — Direct marketing

An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 — Cross-border disclosure of personal information

This APP outlines the steps the School must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers

Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

5.3.1 How will the School use the personal information you provide?

We value your privacy as much as our own. We aim to ensure that all personal information we collect, or are provided with, is kept safe and used only for the purposes for which it is required.

Students and Parents

In relation to personal information about students and Parents, the School's primary purpose of collection is to enable the School to provide effective and relevant schooling 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. It is essential for maintaining regular contact between the School and the Parent, in order to both provide information and obtain information relating to a student's education and welfare at school.

The School uses personal information about students and Parents to:

- Keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration issues, such as fees, uniform and consent for various activities;
- Attending to students' educational, social and medical wellbeing, such as attendance, behaviour management, vaccinations and health education, assessment and reporting, and school activities such as creative arts performances, excursions and outreach activities;
- Facilitate marketing and promotional activities for the School, such as fundraising for charitable groups, overseas missions activities and scholarships for disadvantaged families;
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

Some information of a sensitive nature can only be collected by the School with the consent of the individual involved. However, where consent is refused for requested information, and such information may prevent the School from discharging its duty of care to the entire school body (students, parents, family, staff, volunteers, contractors etc.), 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:

- In administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- Facilitating marketing and promotional activities for the School, such as fundraising for charitable groups, overseas missions activities and scholarships for disadvantaged families;
- 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, to enable the School and the volunteers to work together.

Marketing and fundraising

Whilst CCS considers marketing an important part of the School's development, it does not disclose personal information to organisations that may assist in the School's marketing and fundraising without explicit consultation with, and permission from, the school stakeholders involved.

As part of the School's Enrolment Application, parents are given the options to consent or otherwise:

- for photographs that include the student to be published on the school internet site;
- for samples of work by the student to be published in print and DVD publications within school programs such as the newsletter and Year Book;
- for the student to be photographed or filmed, and their given name and surname to be published by newspapers, radio and television in stories about education and school activities.

Such consent may be revised at any time by the parents.

5.3.2 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, e.g. 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 Australian Privacy Principles.

Part 4 – Quality and Security

APP 10 — Quality of personal information

The School must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. It must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information

The School must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. The School has obligations to destroy or de-identify personal information in certain circumstances.

5.4.1 How does the School keep personal information updated?

Every effort is made to maintain records of students, families, staff, volunteers and contractors up-to-date and accurate. However, the quality of information can only be as good as the information provided or obtained. So, it is important that everybody who provides information to the School, either directly, or from secondary sources, ensures that the information is accurate and up-to-date. At the beginning of every school year, the School will send out to Parents a “Family Information Sheet”. This document describes the information that we have on record for students currently enrolled in the School. It includes important information such as address, family situation, contact details and any medical requirements that need to be recorded. The Family Data Sheet must be returned promptly to the School so that our records can be updated.

When any changes to personal information are notified to the School, we will immediately update our records.

5.4.2 How does the School keep personal information secure?

Personal information collected by, or provided to CCS is held under two primary storage, access and retrieval systems, namely paper and electronic:

All “hard” documentation (any information recorded on paper) is stored in secure facilities on school site (the Archives Store) Active and archived files are stored so that access is limited to authorised staff only.

Electronic personal information is stored on the School’s secure database (School Pro) which is maintained and backed up in accordance with industry best practice. Personal information provided to staff in the process of performing the functions of the School is maintained within the physical and professional boundaries of the school’s operations. Staff are under strict obligations to maintain the confidentiality of all personal information, especially sensitive information, obtained or provided at school relating to students, their families or friends as well as other staff, volunteers or others who may come into contact with the School.

Part 5 – Access and Correction

APP 12 — Access to personal information

This APP outlines the School's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information

Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.

5.5.1 How can I access my own personal information?

An individual has the right to request access to the personal information held by the School in relation to that person. Parents are able to access the personal information held in relation to their children who are enrolled in the School.

If you wish to access the information in relation to yourself or your child, you can do so by contacting the Principal. You will be able to make an appointment to visit the School at a mutually convenient time, and a suitable room will be provided for you to view the information held by the School.

Please note that where personal information forms part of a collection of information that relates to other individuals not associated with your request, it may not be made available unless that unrelated information can be suitably "de-identified", to protect the privacy of those individuals. If you wish to access your personal information, please use the contact details below.

Phone or contact the Principal's Personal Assistant, who will make an appointment for you to meet with the Principal and arrange access to your personal information. The phone number for the school is (02) 4368 3377.

You may also write to the Principal at:

The Principal
Coast Christian School
39 Bundaleer Crescent
Bensville NSW 2251

Or you may send an email to:

info@thecoastchristianschool.nsw.edu.au

5.5.2 What if my personal information is incorrect?

CCS will take all reasonable steps to ensure that all personal information is correct and complete. The return of Family Data Sheets will assist us in making sure that there are no errors in the information we hold. If the circumstances of an individual changes, we would appreciate your prompt notification of those changes so that we can update our records.

If the School has disclosed information that is incorrect to another organisation we will take all reasonable steps to notify that organisation of any corrections, where the individual has requested us to do so.

6.0 Sources

Coffs Harbour Christian Community School

7.0 Implementation

The responsibility for the implementation of this policy lies with the Principal.

8.0 Training

The Principal will ensure that staff are aware of the policy and procedures as they apply to them.

9.0 Compliance

The whole school staff is responsible to fulfil the spirit of the policy and follow the procedures as stated

10.0 Review

The Privacy Policy will be reviewed annually in consultation with the staff.