



If, after reading this document, you would like further information about the way Arden Anglican School manages the personal information it holds, please contact the Principal.

YOUR PRIVACY IS IMPORTANT

This statement outlines the policy of how Arden Anglican School (Arden) uses and manages personal information provided to or collected by it.

Arden is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, Arden is also bound by the New South Wales Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (Health Records Act).

Arden may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Arden's operations and practices and to make sure it remains appropriate to the changing school environment.

WHAT KIND OF PERSONAL INFORMATION DOES ARDEN COLLECT AND HOW DOES ARDEN COLLECT IT?

The type of information Arden 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 Arden;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with Arden.

Personal Information you provide: Arden 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 Arden 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 and the Health Records Act the National Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Arden's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Arden and employee.

HOW WILL ARDEN USE THE PERSONAL INFORMATION YOU PROVIDE?

Arden 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, or to which you have consented.

PRIVACY POLICY

Students and parents: In relation to personal information of students and parents, Arden's primary purpose of collection is to enable Arden to provide 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 Arden.

The purposes for which Arden uses personal information of students and parents include:

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

In some cases where Arden requests personal information about a student or parent, if the information requested is not obtained, Arden 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, Arden'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 Arden 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 Arden;
- to satisfy Arden's legal obligations, for example, in relation to child protection legislation.

Volunteers: Arden also obtains personal information about volunteers who assist Arden in its functions or conduct associated activities, to enable Arden and the volunteers to work together.

Marketing and fundraising: Arden treats marketing and seeking donations for the future growth and development of Arden as an important part of ensuring that Arden continues to offer a quality learning environment in which both students and staff thrive. Personal information held by Arden may be disclosed to an organisation that assists in Arden's fundraising.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

WHO MIGHT ARDEN DISCLOSE PERSONAL INFORMATION TO?

Arden may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to Arden, including specialist visiting teachers, counsellors and sports coaches;
- recipients of school publications, like newsletters and magazines;
- parents;
- anyone you authorise Arden to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending information overseas: Arden 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 National Privacy Principles or other applicable privacy legislation.

HOW DOES ARDEN TREAT SENSITIVE INFORMATION?

In referring to 'sensitive information', Arden 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 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

Arden's staff are required to respect the confidentiality of student's and parent's personal information and the privacy of individuals.

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

UPDATING PERSONAL INFORMATION

Arden 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 Arden by contacting the Principal at any time.

The National Privacy Principles and the Health Privacy Principles require Arden not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

YOU HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION ARDEN HOLDS ABOUT YOU

Under the Commonwealth Privacy Act and the Health Records and Information Privacy Act, an individual has the right to obtain access to any personal information which Arden holds about them and to advise Arden of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information Arden holds about you or your child, please contact the Principal in writing.

Arden may require you to verify your identity and specify what information you require. Arden 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, Arden will advise the likely cost in advance.

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

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

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

Arden may, at its discretion, on the request of a student grant that student access to information held by Arden 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.

YOU MAY SEEK ACCESS TO THE PERSONAL INFORMATION ARDEN HOLDS ABOUT YOU

Under the Commonwealth Privacy Act and the Health Records Act, an individual may seek access to personal information which Arden holds about them. There are some exceptions to this set out in the applicable legislation. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information Arden holds about you or your child, please contact the Principal in writing.

Arden may require you to verify your identity and specify what information you require. Arden may charge a fee for access and will advise the likely cost in advance.

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