



Privacy Policy

The Shelford Girls' Grammar Privacy Policy outlines how the School uses and manages personal information.

The School is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988 (Privacy Act)* and applicable State legislation. The legislation regulates the way schools can collect, use, keep secure and disclose personal information. Schools are required to handle personal information in accordance with the National Privacy Principles as outlined in the legislation.

The School will review and update this Privacy Policy on a regular basis.

Collection

Shelford can collect information about:

- Students and parents and/or guardians 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.

It is our usual practice to only collect information directly from our students or their parents or guardians. The School will generally collect personal information held about an individual by way of forms filled out, face-to-face meetings and interviews, telephone calls and other communications. On occasions people other than parents and students provide personal information.

The School may collect information from a third party or a publicly available source, but only if the student, parent or guardian consents to such collection or would reasonably expect us to collect their information from the third party, or if collection is necessary to provide the student with appropriate educational services.

As an employer, the School also collects personal information related to employment and human resource management. In the case of employees, the School only uses personal information for purposes directly related to your employment.

Use and disclosure

The School's primary purpose for the collection of information is for education and the duty of care of its students. The School will use personal information from an individual for the School's primary purpose and for such other secondary purposes that are related to the primary purpose. We will not use your personal information for any other purpose unless one of the following applies:

1. You have consented;
2. The other purpose is directly related to providing you with educational services and you would reasonably expect that your information may be used for that purpose; or
3. The use of your information is required or authorised by law.

For example, the School may disclose your information to an educational authority for the purpose of providing you with educational services. The School may also disclose personal information held about an individual to:

- Another school, as required;
- Government departments;

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- Medical Practitioners;
- People providing services to the School, including specialist visiting teacher and sports coaches;
- Recipients of School publications, such as newsletters and magazines; and
- Anyone you authorise the School to disclose information to.

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. The purposes for which the School uses this information include, but is not limited to:

- Administering the individual's employment or contract
- Insurance purposes
- Seeking funds and marketing for the School
- Satisfying the School's legal obligations, for example, in relation to child protection legislation

Data Security

The School takes steps to ensure that the information we collect is accurate, up to date and complete. These steps include maintaining and updating personal information or you advise us that your personal information has changed.

The School keeps hard-copy and electronic records and takes steps to protect those records against loss, unauthorised access, use, modification or disclosure, or other misuse.

The School ensures that hard-copy records are kept in locked files and there are security processes in place regarding computer access. The School has taken steps to ensure that electronic data is backed-up.

The School may destroy your records in accordance with applicable laws.

Access and correction

If an individual requests access to educational or personal information we hold about them, or requests that we change that information, we will allow access or make the changes unless we consider that there is a sound reason under the Privacy Act, or other relevant law to withhold the information, or not make the changes.

Requests for access or correction must be in writing and directed to the School Privacy Officer. If you have any questions, the Privacy Officer can be contacted during business hours at the School.

The School may charge for access to or copies of school records.

Marketing

The School's marketing functions support the growth and development of the School and provide you with information about events and functions at the School.

The School may use your information for the purpose of direct marketing; however we will not on-sell your personal information.

The School understands that you may not wish to receive marketing materials from the School. If you would prefer not to receive such information, a request can easily be made to the Privacy Officer at the School.

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Providers located offshore

As part of maintaining your records, the School may use off-site electronic data storage providers. These providers may be located offshore.

Where practicable, we will inform you about where your information is stored; however, at all times the School will ensure compliance with the Australian Privacy Principles in relation to any off-shore transfer of your information.

What happens if I don't provide information?

Although we respect your right to privacy, if you choose not to provide us with information relevant to your child's education and well being, we may not be able to provide a service to you or the service we are asked to provide may not be appropriate for your needs.

Importantly, we cannot exercise an appropriate duty of care if you do not provide information relevant to your child's care.

Complaints

We take your privacy seriously. If you suspect there has been or may have been a breach of your privacy, you can complain directly to the School's Privacy Officer.

In the event of a privacy breach, the School will comply with applicable guides or guidelines issued by the Office of the Australian Information Commissioner, for the handling of privacy breaches.

If you would rather not raise the matter with the School directly you can complain directly to the Office of the Australian Information Commissioner.

Enquiries

For further information about the School's management of privacy, please contact our Privacy Officer, Mr Brenton Smith.