

# Privacy Policy

## Responsibility School Leadership Team

All policies, protocols and procedures flow from the GRG School Mission Statement

*"Georges River Grammar is a caring, learning environment that actively strives to provide opportunities for every child to achieve their potential as well as experience success and enjoyment in their spiritual, academic, social and physical endeavours. The School's mission is an expression of its Christian ethos in the Anglican Tradition. Our relationship with students, staff, parents and the wider community is governed by the values of tolerance, compassion and justice."*

## Rationale

Your privacy is important to us. We know that how we collect, use, exchange and protect your information is important to you, and we value your trust. That is why protecting your information and being clear about what we do with it is a vital part of our relationship with you.

## Policy

This statement outlines the School's Policy on how a School uses and manages personal information provided to or collected by it. The School is bound by the Australian Privacy Principles (APP) contained in the Privacy Act 1988 and the Privacy and Personal Information Protection Legislation 2005 (NSW). The School may, from time-to-time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing School environment.

## Procedures

What kind of personal information does the School collect and how does the School collect it?

The type of information the School collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil'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/eforms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls, e.g. to psychologists.

## Personal Information provided by other people

In some circumstances the School may be provided with personal information about an individual from a third party, e.g. a report provided by a medical professional or a reference from another School.

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## Exception in relation to employee records

Under the Privacy Act, the National Privacy Principles do not apply to an employee's record. As a result, 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.

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

In relation to personal information of pupils and parents, the School's primary purpose of collection is to enable the School to provide Schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the School.

The purposes for which the School uses personal information of pupils 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 pupils' educational, social and medical well-being.
- Seeking donations and marketing for the School.
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a pupil or parent, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

## 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
- For insurance purposes.
- Seeking funds and marketing for the School.
- 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, such as (alumni associations), to enable the School and the volunteers to work together.

## Marketing and fundraising

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's foundation or alumni organisation.

## Marketing and fundraising (cont'd)

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 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 specialists visiting teachers and sports coaches;
- Recipients of School publications, such as newsletters and magazines;
- Parents and anyone you authorise the School to disclose information to;
- The School third-party service providers.

## 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 National Privacy Principles.

## How does the School treat sensitive information?

In referring to 'sensitive information', the School 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 if the use or disclosure of the sensitive information is allowed by law.

## Management and security of personal information

In referring to 'sensitive information', the School 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.

## Updating personal information

The School 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 the School by contacting the Principal of the School at any time.

## Updating personal information (cont'd)

The Australian Privacy Principles require the School not to store personal information longer than necessary

## You have the right to check what personal information the School holds about you

Under the Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves. To make a request to access any information the School holds about you or your child, please contact the School Principal in writing.

The School may require you to verify your identity and specify what information you require. The School 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, the School will advise the likely cost in advance. See Request for Student File this section.

## Consent and rights of access to the personal information of pupils

The School respects every parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The School will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil, e.g. The person signing this note does so on behalf of both parents/guardians.

Parents may seek access to personal information held by the School about them or their child by contacting the School 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 School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil 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 pupil and/or the pupil's personal circumstances is so warranted.

## Inquiries

If you would like further information about the way the School manages the personal information it holds, please contact the School Principal.

## Privacy Collection Notices

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide Schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

### Privacy Collection Notices (cont'd)

3. Certain laws governing or relating to the operation of Schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities, photographs and other news is published in School newsletters, newspapers, magazines and on our website. If you do not wish the School to use photographs of your son/daughter you should contact the School and notify them that you have denied permission for this action. If a photograph of your son/daughter appears on the School's website, you can request for the photograph to be removed.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory used internally.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

## Request for Student File

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**Date:**

**Requestion No.:**  
**(office use only)**

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Name of Student

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Year

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House

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Name of person requesting file

Signature

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Approved by Principal

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