



## PRIVACY POLICY

(Reviewed as at March 2016)

### 1. Your privacy is important

This statement outlines Trinity Grammar School's ('Trinity') policy on how Trinity uses and manages personal information provided to or collected by it. Trinity is bound by the Privacy Principles contained in the Commonwealth Privacy Act 1998 ('Privacy Act'). Trinity may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Trinity's operations and practices and to make sure it remains appropriate to the changing school environment.

This Policy is to be made available to parents, prospective parents and students and anyone else who requests it.

### 2. Definitions

**"Health Information"** means:

- a** information or an opinion about:
  - (i) the health or a disability (at any time) of an individual; or
  - (ii) an individual's expressed wishes about the future provision of health services to him or her; or
  - (iii) a health service provided, or to be provided, to an individual;that is also personal information; or
- b** other personal information collected to provide, or in providing, a health service; or
- c** other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or
- d** genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

**"Personal Information"** is information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- a** whether the information or opinion is true or not; and
- b** whether the information or opinion is recorded in material form or not.

Personal information includes photographs and images of individuals.

**"Privacy Principles"** means the Privacy Principles in the Privacy Act that apply to organisations whether known as the National Privacy Principles, the Australian Privacy Principles or otherwise.

**"Records"** include documents, databases, photographs and other pictorial representations. However, it does not include a generally available publication or anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition.

**"Sensitive Information"** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, membership of a profession or trade association, philosophical beliefs, membership of a trade union, sexual orientation or practices, criminal record or health information about an individual or biometric information that is to be used for the purpose of automated biometric verification or biometric identification or biometric templates.

### 3. What kind of personal information does Trinity collect and how does Trinity collect it?

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

- students and parents before, during and after the course of a student's enrolment at Trinity;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with Trinity.

Trinity may only collect personal information by lawful and fair means.

**3.1 Personal Information provided by the individual:** Trinity generally collects 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.

**3.2 Personal Information provided by other people:** Trinity may collect personal information about an individual from a third party if the individual consents to the collection from a third party, Trinity is required or authorised by law to collect the personal information from a third party or it is unreasonable or impracticable to collect the personal information from the individual. Trinity will hold, manage, use and disclose personal information it collects from a third party in the same way as it would had it collected the personal information from the individual.

**3.3 Exception in relation to employee records:** Under the Privacy Act, the Privacy Principles do not apply to an act done or practice engaged in by Trinity if the act or practice is directly related to:

- (a) a current or former employment relationship between the employer and the individual; and
- (b) an employee record held by Trinity and relating to the individual.

As a result, this Privacy Policy does not apply to Trinity's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Trinity and an employee.

**3.4 Need to Advise:** Before information is collected or as soon as practicable after collection, the School must make the individual to whom the information relates aware of the following:

- the fact that the information is being collected;
- the purposes for which the information is being collected;
- the intended recipients of the information;
- whether the supply of the information by the individual is required by law or is voluntary, and any consequences for the individual if the information is not provided or part not provided;
- the existence of this policy and that it contains any information about how the individual may access and correct the information and complain of any breach of the Privacy Principles;
- if the information is collected from someone other than the individual, the fact that the School has collected the information and the circumstances of collection;
- whether the School is likely to disclose the personal information to overseas recipients and, if so, which countries.

**3.5 Unsolicited Information:** If Trinity receives any unsolicited personal information, Trinity must, if lawful and reasonable to do so, destroy or de-identify the information unless Trinity determines it could have collected the information under the Privacy Principles.

### 4. How will Trinity use the personal information it collects?

Trinity may use personal information it collects from individuals 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 the individual has consented.

**4.1 Students and Parents:** In relation to personal information of students and parents, Trinity's primary purpose of collection is to enable Trinity 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 Trinity.

The purposes for which Trinity collects, holds, uses and discloses personal information of students and parents include:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines, the Trinity website and other modes of communication;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for Trinity;
- satisfying Trinity's legal obligations, for example, in relation to child protection legislation.

Trinity may also use personal information it collects for the purposes for which it has obtained consent.

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

**4.2 Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, Trinity'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 Trinity collects, holds, uses and discloses personal information of job applicants, staff members and contractors include:

- keeping staff members, students and parents informed about matters related to Trinity, through correspondence, newsletters, magazines, the Trinity website and other modes of communication;
- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for Trinity;
- satisfying Trinity's legal obligations, for example, in relation to child protection legislation.

**4.3 Volunteers:** Trinity also obtains personal information about volunteers who assist Trinity in its functions or conduct associated activities, such as alumni associations, to enable Trinity and the volunteers to work together.

**4.4 Marketing and Fundraising:** Trinity considers marketing and seeking donations for the future growth and development of Trinity as an important part of ensuring that Trinity continues to be a quality learning environment in which both students and staff thrive. Personal information held by Trinity may be disclosed to an organisation that assists in Trinity's fundraising, for example, Trinity's Foundation or alumni organisation. Parents, staff, contractors and other members of the wider Trinity community may from time to time receive fundraising information. School publications, like newsletters, brochures and magazines, which include personal information, may be used for marketing purposes.

**4.5 Website/Social Media:** Personal information (in the form of text, images, audio, video, graphics) may be placed on the Trinity website or on social media platforms used by Trinity. The information contained on the website is available to the wider community.

**4.6 Photographs and images:** Personal information in the form of photographs, student movies, DVD presentations containing images of students may be used in the context of the educational programme of the School, in its publications such as newsletters, brochures, magazines and the School Triangle, on its website or on social media to illustrate school activities and achievements in which its students may be involved.

**4.7 Objection to the use of personal information:** If an individual objects to the use of his or her personal information for any of the above stated purposes, the individual may notify the Head Master in writing of his or her objection.

## **5. To whom might Trinity disclose personal information?**

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

- another school;
- government departments;
- medical practitioners;
- people providing services to Trinity, including specialist visiting teachers and sports coaches;
- recipients of Trinity publications, such as weekly newsletters, Trinity News, The Triangle, and other magazines;
- Parents; and
- anyone to whom the individual authorises Trinity to disclose information.

**5.1 Sending information overseas:** Trinity is unlikely to send personal information outside Australia. If a student is an overseas student or a student's parents live overseas, Trinity may send personal information of that student to the country where the student or his parents reside. Trinity may also store information in the "cloud". The "cloud" refers to offsite storage of digital information which may include servers located outside Australia.

Trinity 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 Privacy Principles.

## **6. How does Trinity treat 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

## 7. Management and security of personal information

Trinity's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Trinity has in place steps to protect the personal information Trinity 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.

## 8. Updating personal information

Trinity 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 Trinity by contacting the Head Master's Secretary at any time.

Trinity must take such steps (if any) as are reasonable in the circumstances to ensure, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading.

The Privacy Principles require Trinity to destroy or de-identify personal information it no longer needs for any purpose for which the information may be used or disclosed under the Privacy Principles or that Trinity is not required to retain.

## 9. Individuals have the right to check what personal information Trinity holds about them

Under the Privacy Act, an individual has the right to obtain access to any personal information which Trinity holds about them and to request Trinity to correct his or her personal information.

There are some exceptions to this right set out in the Privacy Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves.

An individual may request access to the personal information Trinity holds about him or her or his or her child by writing to the Head Master. Trinity may require the individual to verify his or her identity and specify what information the individual requires. Trinity may charge a fee to cover the cost of verifying the individual's application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Trinity will advise the likely cost in advance.

## 10. Consent and rights of access to the personal information of students

Trinity respects every parent's right to make decisions concerning their child's education. Generally, Trinity will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Trinity 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 Trinity about them or their child by contacting the Head Master. 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 Trinity's duty of care to the student.

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

## 11. Handling of Complaints and Privacy

Any concerns about the way the School has handled personal information, including any alleged breach of the Privacy Principles, should be directed in writing to the Head Master. The Head Master, or his delegate, will take whatever steps that he considers necessary in the circumstances to investigate and/or resolve the complaint. The individual may also make a complaint to the Office of the Australian Information Commissioner ([http://www.oaic.gov.au/privacy-portal/complaints\\_privacy.html](http://www.oaic.gov.au/privacy-portal/complaints_privacy.html)).

## 12. Enquiries

For further information about the way Trinity manages the personal information it holds, please contact the Head Master. The Head Master and the Head Master's Secretary may be contacted by:

<b>Phone</b>	(02) 9581 6020; or
<b>Mail</b>	Trinity Grammar School, PO Box 174 Summer Hill NSW 2130.

