



POLICIES AND PROCEDURES

Policy Name	Information Privacy Policy
Reviewed:	July 2022, Nov 2023
Next Review:	2024

Statement of Context
Yarra Valley Grammar (





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Where consent is required in relation to Media footage obtained of students, parents/guardians consent will be required in some circumstances, students' consent will also be required.

The School will endeavour to only ask a person for personal information that is reasonably necessary for the activities that the person is seeking to be involved in.

In relation to the collection and disclosure of sensitive information, the School is bound by the APPs, which provide for the circumstances in which disclosure is permitted, or required by law. The School also has a specific consent process which includes a sign off system and permission forms.

The School may also collect information based on how individuals use the School website. The School may use "cookies" and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisements which bring visitors to our website. This information is collected to analyse and improve our website, marketing campaigns and to record statistics on web traffic. The School does not use this information to personally identify individuals.

From time to time, the School public website may contain links to other third-party websites outside of Yarra Valley Grammar. Yarra Valley Grammar is not responsible for the information stored, accessed, used or disclosed on such websites and cannot comment on their privacy policies.

How will the School use personal information?

The School may collect, hold, use or disclose a person's personal information for the following general purposes:

- a) to identify a person;
- b) for the purpose for which the personal information was originally collected;
- c) for a purpose for which a person has consented;
- d) for any other purpose authorised or required by an Australian law, including the Child and Family Violence Information Sharing Schemes; and
- e) for any other purpose authorised or required by a court or tribunal.

More specifically, the School may collect, hold, use or disclose a person's personal information for the following purposes.

Students and Parents/Guardians

In relation to the personal information of students and parents and/or guardians, the School's primary purpose of collecting the personal information is to enable the School to provide education to the student and fulfil its duty of care owed to the student.

The purpose for which the School uses personal information of students and parents and/or guardians include:

- a) providing schooling to students;
- b) correspondence with parents and/or guardians to keep parents and/or guardians informed about matters related to their child's performance at school;
- c) publication of newsletters and articles on our website;



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- d) day to day administration;
- e) looking after a student's educational, social and medical wellbeing;
- f) fulfilling its duty of care obligations;
- g) the collection of debts owed to the School; and
- h)



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- information regarding philanthropic and fundraising activities.

Personal information held by the School may be disclosed to an organisation that assists the School with its marketing.

If a person does not want to receive any such information, the person can contact the School by email.

Once the School receives a request to “opt out” from receiving marketing information, the School will cease sending such information.

How does the School store personal information?

The School takes all reasonable steps to protect personal information under its control from misuse, interference and loss and from unauthorised access, modification or disclosure.

The School protects personal information in a number of ways including:

- a) securely storing paper records;



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How a person can access personal information?

If a person wishes to access personal information held about themselves or about a student for which they are a parent or guardian in order to seek correction of such information they may do so by contacting the Corporate Services Manager.

In accordance with the Privacy Act, the School may refuse access to personal information in a number of circumstances including where giving access to the information would pose a serious threat to the life, health or safety of a person, giving access would have an unreasonable impact on the privacy of a person, the information relates to existing or anticipated legal proceedings and would not be available under the discovery process, or denying access is required or authorised by an Australian law or court order.

The School will seek to handle all requests for access to personal information as quickly as possible.

Nationally Consistent Collection of Data (NCCD) on School Students with Disability

The School is required by the Federal Australian Education Regulation 2013 (the Regulation) to provide certain information under the NCCD on students with a disability. Under the NCCD, the following information is required for each student with a disability:

- level of education (i.e. primary or secondary);
- category of disability (i.e. physical, cognitive, sensory or social/emotional);
- level of adjustment (i.e. support provided within quality differentiated teaching practice, supplementary, substantial or extensive adjustment).

Student information provided for the purpose of the NCCD does not explicitly identify any student. However, the School may disclose students' names to enable financial modelling about funding for particular students, including ongoing evaluation of the adequacy of the funding for individual students under the NCCD.

Sending information overseas

The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or for overseas tours. However, 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)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which means that information is held on the servers or third party cloud service providers engaged by the School. Some personal information may be collected and processed or stored by these providers. These servers may be situated in or outside Australia.

The School makes reasonable efforts to be satisfied about the security of any personal information collected, processed and stored in or outside Australia.



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