

PRIVACY POLICY



Purpose

The purpose of this policy is to clarify the way Brisbane Montessori School (hereafter referred to as 'the School') uses, keeps and discloses personal information about students, and members of the School Community.

Scope

This document is a statement of the School's policy on the collection, use, storage and disclosure of personal information by the School.

Unless otherwise stated, this Policy will apply to all information collected by the School about students and parents or guardians of those students before, during and after their enrolment at Brisbane Montessori School, and to anyone else whose personal information is collected, used, stored or disclosed by the School.

Under the Privacy Act the National Privacy Principles do not apply to an employee 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.

This policy does not apply to personal information collected, used, stored or disclosed by individuals in a personal capacity. The School will generally collect personal information held about an individual by way of forms filled out by school personnel, parents and students, face-to-face meetings and interviews, and telephone calls. On occasion people other than those associated with the School provide personal information.

In some circumstances the School 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.

Approving Body

Brisbane Montessori School Board of Directors

Point of Contact

Principal

Relevant Definitions

Personal information, means information or opinion that is recorded in any form and whether true or not, about an individual whose identity is apparent, or can reasonably be determined from the information or opinion. For example this includes all paper and electronic records, photographs and video recordings.

Health information, is defined as including information or opinion about a person's physical, mental or psychological health, or disability, which is also classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not.

Sensitive information, is defined as 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 classified as personal information about an individual.

In this policy personal information refers to personal information, health information and sensitive information

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unless otherwise specified.

Relevant Legislation and Authorities

The *Privacy Act 1988* (Privacy Act) is the relevant legislation.

The ten National Privacy Principles (NPP) contained in schedule 3 of the Privacy Act regulate how large businesses, all health service providers and some small businesses and non-government organisations handle individuals' personal information.

The NPP do not apply to employee records where those records relate to a prospective, current or former employment relationship between the School and employee.

The Office of the Australian Information Commissioner (OAIC) is an independent statutory agency within the Attorney General's portfolio. Phone 1300 363 992. enquiries@oaic.gov.au

Accessibility and Awareness

The Principal will ensure that accessibility and awareness of the Policy is made available:

- to staff members generally;
- to each new staff member, on induction;
- to staff, families and students by its display on the school website;
- to agreed contractors; and
- on request, to staff, families and students from the school administration.

Review

The School will ensure that the Policy is reviewed every two years or as changes in legislation deem it necessary.

Principles

The Brisbane Montessori School will uphold the following **principles** under this policy for being transparent and have processes for:

- collecting personal information, including what the school can collect, collecting from third parties and, generally, what the school tells individuals about the collection.
- using and disclosing individuals' personal information.
- ensuring the personal information it holds is accurate and up-to-date, and is kept secure from unauthorised use or access.
- having a policy on how it manages personal information, and make it available to anyone who asks for it.
- providing individuals the right of access to their personal information, and the right to have that information corrected if it is inaccurate, incomplete or out-of-date.
- protecting personal information that the school transfers outside Australia.
- applying higher standards to the handling of sensitive information at the school.

Policy

Personal information

- The School collects personal information from students, parents/guardians in the course of a student's enrolment and subsequent attendance at the School. Additional details are collected through contact and interaction with members of the wider School community.
- The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, that enable the School and volunteers to work together.
- The School will advise (or it will be obvious from the information sought) why information is collected, when it is collected and how the information will be used. In some cases where the School requests

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personal information about a student or parents, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student.

- The School collects personal information arising from emails, job applicants or from visitors to the School's website. It may also acquire information from agents or service providers or from other public sources, published information or publicly available documentation.
- The consent of all students, parents or guardians of students attending the School will be implied for the School to use personal information in the manner set out in this Policy, unless the School is notified in writing to the contrary.
- In some circumstances the School may be provided with personal information about an individual from a third party, for example, a report provided by a medical practitioner, an educational professional or a student's record from another school.

Use of information

- The School collects personal information such as name, address, telephone/mobile number, email address and, in some instances, other sensitive information to:
 - keep parents and carers informed in relation to their child's schooling
 - sustain day to day administrative and operating procedures
 - maintain students' educational, social and medical well being
 - communicate between the School and the Brisbane Montessori community
 - satisfy the School's legal obligations and discharge its duty of care to all students
 - provide information and services which may interest members of the School community.
- The School may disclose personal or sensitive information held about an individual to:
 - another school, as required
 - government departments
 - medical practitioners
 - recipients of school publications, such as newsletters
 - people providing services to the School such as special visiting teachers, sports coaches, counsellors, etc
 - School alumni
 - another person/s you authorise the School to disclose information
 - anyone to whom we are required by law to disclose.

Sensitive information

- As a general principle the School will only collect sensitive information where it is pertinent to provide adequate educational services or to sustain the School's duty of care to its students, for example, collecting health information.
- Sensitive information will be disclosed only for the purpose for which it was provided or for a related secondary purpose or as allowed by law unless you have agreed otherwise or the use or disclosure of the sensitive information is allowed by law.

Security

- The School strives to ensure the security, integrity and privacy of personally identifiable information and to secure personal information from misuse, loss, unauthorised use or disclosure. **Electronic security is maintained using a variety of security measures including firewalls, coded and restricted access to data and data bases, password access, secure servers, etc.** These measures are complemented by a range of security controls including restriction of access to offices, records and file storage areas containing personal information.
- School community members should be conscious that no internet data transmission can be guaranteed to be totally secure. Any information posted on bulletin boards and/or communicated in 'chat rooms' or via

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live dialogue could be accessible externally.

- While the School strives to protect and respect persons' privacy and the confidentiality of information it cannot guarantee the security of such publicly presented information.

Use of aggregated data

- The School collects information from online inquirers or visitors to the School website.
- The School may use identifiable information to improve the School's services or to advise of new services or updated information which may interest site visitors.
- The School may use personally identifiable information in aggregated form to improve the School's educational services and website details or to maintain communication to its community. The School may use such statistical information for marketing, promotion, advertising or research purposes.

Third Parties

- **While the School may send information from third party suppliers at no time will it disclose personal information, email addresses, etc to those third parties. If persons do not wish to receive such information the School should be advised.**

Online links to third party or co-branded websites, Facebook etc.

- In the course of extending its community and network affiliations the School may establish relationships with business partners to enable visitors to the School's website to link with these partner sites.
- Such inter-connectedness enables School website users to directly and conveniently link to organisations which have an authorised affiliation with the School. These sites may collect personal information from you that may not necessarily be shared with the School.
- **The School has no agreements with outside organisations to collect personal information via the School website.**
- **The School is not responsible for the content or practices of such third party websites although they may be "co-branded" with the School name, crest or appropriate identification.**
- **Convenient hyperlinks to third party websites do not constitute sponsorship, endorsement or approval of the content, policies or practices of such sites by the School.**
- Once a user has left the School website via such a link the School's privacy policy no longer applies. A check of the applicable privacy policy of the third party website should be made.

What else about privacy on the Internet

- The internet browser should be closed after a session to ensure others cannot access personal information and correspondence.
- Individuals are responsible for the security of and access to their own computers.
- Personal information voluntarily disclosed over the Internet may be collected and used by others.
- Personal information posted in publicly accessible online forums may result in you receiving unsolicited messages from other parties in return.
- **School-hosted chat lines or on-line forums will be operated along secure lines, and in accordance only with the terms and conditions specified by the School Principal.**
- In certain circumstances, such on-line interchange may be unsupervised.

Website/email information processes

- Persons who supply information on-line may receive electronic contact from the School with information regarding new educational services, upcoming events or to facilitate interchange regarding the School's

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offerings.

- If persons do not wish to receive such contact they should send an e-mail to the website address, contact the School by telephone or write to the School.
- From time to time, the School may use customer information for new, unanticipated uses not previously disclosed in our privacy notice.
- Changed information practices will be posted to the website and appropriate procedures will be communicated to enable individuals to opt out of these new uses.

Rights to access personal information held by the School

- Under the Commonwealth 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.
- Pupils generally access and update their personal information through their 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.
- To make a request to access any information held by the School, the Principal should be contacted in writing.
- However there will be occasions where access may impact on the privacy of others, or breach the School's duty of care. In such a case, access would be denied.