



PRIVACY POLICY

Version	6.0
Short description	Privacy Policy
Relevant to	Entire School Community
Authority	School Leadership Group
Approval Date:	March 2026
Responsible staff member	Business Manager
Date introduced	2001
Date(s) modified	2009, 2011, 2014, 2021 and 2026
Next scheduled review date	2031
Related documents	Privacy Collection Notice
Related legislation	Commonwealth Privacy Act 1988 Privacy Amendment (Enhancing Privacy Protection) Act 2012 Victorian Health Records Act 2001

1. **PURPOSE**

- 1.1 This policy outlines how the school uses and manages personal information provided to or collected by it.
- 1.2 The school is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- 1.3 The school is also bound by the Victorian Health Records Act 2001 in relation information on health.

2. **COLLECTION OF INFORMATION**

- 2.1 The school collects and holds information, including personal and sensitive information from students, parents/guardians, job applicants, employees, volunteers, contractors and other people coming in contact with the school.
- 2.2 The school will generally collect personal information by way of forms filled out by parents or students, face-to-face meetings, interviews and telephone calls.
- 2.3 In some circumstances, the school may be provided with personal information from a third party. This may include a reference from another school or a medical report provided by a medical professional.
- 2.4 Personal information about an individual will generally be collected from forms (electronic and paper) completed by parents or students, face-to-face meetings and interviews, e-mails and telephone calls.
- 2.5 If you provide the school with personal information of others, such as Doctors or emergency contacts, we encourage you to inform them of this.
- 2.6 Under the Privacy Act, the privacy principles do not apply to employee records. Hence, this 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.

3. **PURPOSE AND USE OF PERSONAL INFORMATION**

- 3.1 In relation to personal information of students and parents, the school's primary purpose is to enable the school to provide education for the student. This purpose aims to satisfy the needs of students and parents throughout the whole period the student is enrolled at the school.

- 3.2 The purposes for which the school uses personal information of students and parents includes: keeping parents informed of matters relating to their child's education; day to day administration; looking after students' educational, social and medical wellbeing; seeking donations and marketing for the school; to satisfy the school's legal obligations and for the school to discharge its duty of care. It is possible the school may not proceed with the enrolment or continue the enrolment of a student should personal information sought by the school in relation to the student or parent not be forthcoming.
- 3.3 In relation to the personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess and engage the applicant/contractor. The information may be used for administering the individual's employment, satisfying the school's legal and insurance obligations, making commercial decisions and marketing of the school.
- 3.4 The school may obtain personal information about volunteers who assist in its functions or associated activities to enable the school and volunteers to work together.
- 3.5 The school treats marketing and fund raising as an important part of ensuring the school continues to be a quality learning environment. Personal information held by the school may be disclosed to organisations that assist in the school's fund raising, such as the Parents & Friends Association and GVGS Connect.
- 3.6 Members of the school community may from time to time receive fund raising information, newsletters and other school publications that include personal information.

4. DISCLOSURE OF PERSONAL INFORMATION

- 4.1 The school may disclose personal information, including sensitive information, held about an individual to another school, Government departments, medical practitioners, persons providing services to the school, insurers, lawyers, auditors, recipients of school publications, parents and anyone authorised by the provider of the information.
- 4.2 The school may disclose personal information about an individual to overseas recipients, such as storing personal information with cloud service providers that may be located outside Australia and to facilitate a school exchange or international tour.
- 4.3 The school will not send personal information about an individual overseas without obtaining the consent of the individual or to ensure compliance with the national privacy principles.

5. SENSITIVE INFORMATION

- 5.1 Sensitive information refers to a person's race or ethnic origin, religion, trade union, professional or trade association membership, sexual preferences, marital status, criminal record or health information.
- 5.2 Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless it has been specifically agreed otherwise or the disclosure is allowed by law.

6. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

- 6.1 The school's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.
- 6.2 The school has in place procedures to protect personal information from misuse, unauthorised access, modification or disclosure by the use of password controls to electronic records and locked storage of paper records.

7. UPDATING OF PERSONAL INFORMATION

- 7.1 The school endeavours to ensure that personal information it holds is accurate, complete and up-to-date. A person seeking to update their personal information should contact the Registrar.
- 7.2 The National Privacy Principles require the school not to store personal information longer than necessary.

8. RIGHT TO CHECK PERSONAL INFORMATION

- 8.1 Under the Commonwealth Privacy Act, an individual has the right to obtain access to personal information held by the school about them and advise the school of any inaccuracy. There are some exceptions to this right set out in the Act.

- 8.2 Students generally have access to their personal information through their parents, however older students may seek direct access themselves.
- 8.3 To request access to information held by the school, contact should be made to the Principal or Business Manager in writing.
- 8.4 The school may require identification and specific details of the information required.
- 8.5 The school may charge a fee to cover the cost of locating, retrieving and copying material requested.
- 8.6 If the school cannot provide access to the information sought, written advice of the reasons for this will be provided.

9. ACCESS TO PERSONAL INFORMATION OF STUDENTS

- 9.1 Generally the school will refer any requests for access to personal information of a student to the parents. The school will treat consent given by the parents as consent given by the student(s).
- 9.2 Parents may seek access to personal information held by the school about them or their child by contacting the Principal or Business Manager.
- 9.3 The Principal or Business Manager may deny parents access to personal information if this may unreasonably impact the privacy of others or breach the school's duty of care to the student.
- 9.4 The school may, at its discretion, on the request of a student, allow that student access to information held by the school about them. It may also allow students to give or withhold the use of their personal information independently of their parents. This would normally be done based on the student's maturity and personal circumstances.

10. SUMMARY

- 10.1 The school collects a range of personal information in relation to members of its community, in particular students and staff.
- 10.2 There are procedures for the collection of information, together with its use, storage, updating and access.

Table of amendments

Version number	Date	Short description of amendment
1.0	November 2001	Introduction of new policy
2.0	June 2009	Review and minor amendments
3.0	January 2011	Review and minor amendments
4.0	June 2014	Review and amendments following legislative changes
5.0	May 2021	Review and minor amendments
6.0	March 2026	Review and minor amendments