



<b>Title</b>	Privacy policy and procedure
<b>Relevant legislation/guidelines</b>	<ul style="list-style-type: none"> <li>• Privacy Act 1988</li> <li>• The Privacy Legislation Amendment (Enforcement and Other Measures) Bill 2022 (Cth)</li> <li>• National Privacy Principles 2014</li> <li>• Children and Young Persons (Care and Protection) Act 1998</li> <li>• Registered and accredited Individual Non-government Schools Manual</li> <li>• Privacy Amendment (Public Health Contact Information) Act 2020</li> </ul>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>• Complaints policy and procedure</li> <li>• Investigations policy and procedure</li> <li>• Continuous improvement procedure – incidents, hazards and near misses</li> <li>• Staff Code of conduct</li> <li>• Data breach policy and procedure</li> <li>• ICT Code of use</li> <li>• Records management policy and procedure</li> <li>• Standard collection notice</li> <li>• Contractors' collection notice</li> <li>• Employment collection notice</li> </ul>
<b>Date of Approval</b>	13 May 2024

## Commitment

St Peter's Anglican College (SPAC) (the College) is committed to the protection of personal and sensitive information of personnel, parents and students collected for the purposes of providing quality educational services.

## Purpose

This Privacy policy sets out how the College manages personal information and your rights in relation to your personal information, including how to complain and how we deal with complaints.

This document is consistent with the *Australian Privacy Principles* contained in the Privacy Act 1988 (Cth).

## Scope

This is a College wide policy applying to students, parents and personnel (including volunteers and Members of the Board) in all services and programs.

The *Australian Privacy Principles* (APPs), contained in the Privacy Act 1988 (Privacy Act) and the *Health Privacy Principles* (HPP) which are contained in the Privacy amendment (Public Health Contact Information) Act 2020 (Privacy Amendment Act) apply to records of parents and students.

The handling of personnel records by a private sector employer is exempt from the Privacy Act if it is directly related to your current or former employment relationship. The Privacy Act only applies to personnel records if the information is used for a purpose not directly related to the employment relationship. However, workplace laws require a range of information to be made and kept for

personnel. Current and former personnel can request access to these records under workplace laws. For more information about accessing your personnel records under workplace laws refer to information produced by the Fair Work Ombudsman.

The scope of this document does not extend to data breach information, this information can be found in the *Data breach policy and procedure*.

## Definitions

**Direct marketing** - handling of personal information to communicate directly with an individual to promote advertising or marketing material

**Personnel** – all employees, volunteers including Board members and contractors

**Student** – a child enrolled at the college or has submitted an application for enrolment

**Parent** – a student’s father/mother/guardian

**Privacy** – when an individual is free from public interruption and intrusion

**Personal information** – information relating to and individual that identifies them, including but not limited to:

names	date of birth
address	photograph
email address	Religion
phone number/s	location data
inferred information	technical or behavioural data
court orders	Bio-metric information

**Sensitive information** - a type of personal information, it can be inferred from information that is not sensitive, including but not limited to:

ethnic origin	political opinions
sexual preferences	criminal records

**Health information** - a type of sensitive information, including but not limited to:

medications	diagnosis
abilities	injuries

**Targeting** - handling of information, including personal, de-identified and unidentified information e.g. internet history, for tailoring services, content advertisements or offers

## Policy

The College is bound by the *Australian Privacy Principles* contained in the Commonwealth Privacy Act 1988 (Privacy Act). In relation to health records, the College is also bound by the Health Records and Information Privacy Act 2002 (NSW).

Under the Privacy Act and the Health Records Act, the *Australian Privacy Principles* and *Health Privacy Principles* do not apply to certain treatment of an employee record. As a result, this Privacy Policy does not apply to the College’s treatment of an employee record held by the College, where the treatment is directly related to a current or former employment relationship between the College and the employee.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College’s operations and practices and to make sure it remains appropriate to the changing school environment. The current version of this Privacy Policy is

published on our website.

## Responsibilities

All personnel are required to appropriately manage personal information and prevent the potential of a data breach in accordance with this policy and accompanying procedure.

The **Principal** will:

- conduct a Privacy Impact Assessment (PIA) for activities with high privacy risks. High privacy risk is one that is 'likely to have a significant impact on the privacy of individuals'. PIAs will be undertaken prior to the commencement of the high-risk activity such as collecting biometric information
- be the designate responsible for privacy within the College and is responsible for the implementation of this policy and accompanying procedure.

## Compliance

Noncompliance with this policy may result in disciplinary action up to and including dismissal.