

PRIVACY POLICY

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Haileybury is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic). This statement outlines Haileybury's policy in how it uses and manages personal information provided to or collected by it.

Haileybury may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Haileybury's operations and practices, and to make sure it remains appropriate to the changing school environment.

1. WHAT KIND OF PERSONAL INFORMATION DOES HAILEYBURY COLLECT AND HOW DOES IT COLLECT IT?

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

- students and parents and/or guardians ('parents' for the purpose of this document) before, during and after the course of a student's enrolment at Haileybury
- job applicants, staff members, volunteers and contractors and
- other people who come into contact with Haileybury.

PERSONAL INFORMATION YOU PROVIDE

Haileybury will generally collect personal information about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions, people other than parents and students provide personal information.

PERSONAL INFORMATION PROVIDED BY OTHER PEOPLE

In some circumstances, Haileybury 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.

EXPECTATION IN RELATION TO EMPLOYEE RECORDS

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Haileybury's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and the employee.

2. HOW WILL HAILEYBURY USE THIS PERSONAL INFORMATION?

Haileybury will use this personal information for the primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

INFORMATION CONCERNING STUDENTS AND PARENTS

In relation to personal information of students and Parents, Haileybury's primary purpose of collection is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents, the needs of the student and Haileybury's needs throughout the whole period the student is enrolled.

The purposes for which Haileybury uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the School
- to satisfy Haileybury's legal obligations and allow it to discharge its duty of care.

In some cases where Haileybury requests personal information about a student or parent, if the information requested is not provided, Haileybury may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

JOB APPLICANTS, STAFF MEMBERS AND CONTRACTORS

In relation to personal information of job applicants, staff members and contractors, Haileybury'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 Haileybury uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing Haileybury; and
- to satisfy Haileybury's legal requirements for example, in relation to child protection.

VOLUNTEERS

Haileybury also obtains personal information about volunteers who assist the School in its functions or conduct associated activities such as the Haileybury Parents and Friends Association to enable the school and the volunteers to work together.

MARKETING AND FUNDRAISING

Haileybury treats marketing and seeking donations for Haileybury's future growth and development as an important part of ensuring it continues to be a quality learning environment in which both students and staff thrive. Personal information held by Haileybury may be disclosed to an organisation that assists in fundraising, for example, Haileybury Foundation and the Old Haileyburians Association.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications like newsletters and magazines, which include personal information, may be used for marketing purposes.

3. WHO MIGHT HAILEYBURY DISCLOSE PERSONAL INFORMATION TO?

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

- another school

- government departments
- medical or health practitioners
- people providing services to the School, including specialist visiting teachers, counsellors, sports coaches and outdoor education specialists
- recipients of school publications, like newsletters and magazines
- parents
- its legal advisors, insurers, auditors, and others in the course of normal commercial practice
- anyone to whom you authorise Haileybury to disclose information
- anyone to whom we are required to disclose the information to by law.

4. SENDING INFORMATION OVERSEAS

Haileybury may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers that are situated outside Australia or to facilitate a school exchange or international tour.

However, Haileybury 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.

5. HOW DOES HAILEYBURY TREAT SENSITIVE INFORMATION?

In referring to 'sensitive information', Haileybury means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual preferences or criminal record, that is also personal information; health and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of that sensitive information as allowed by law.

6. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

Haileybury's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Haileybury has in place steps to protect the personal information it holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records.

7. ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which Haileybury holds about them and to advise it of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update the information the School holds about you or your child, an individual should submit their request to

the Head of the relevant precinct or Business Manager in writing. The School may require the individual to verify his/her identity and specify the information required. Haileybury may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

8. ACONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

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

Haileybury may, at its discretion, on the request of a student, grant that student access to information held 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 student involved had reached 18 years of age; but the School could do so in other circumstances when the maturity of the student and/ or the student's personal circumstances are warranted.

9. ENQUIRIES

If you would like further information about the way Haileybury manages the personal information it holds or wish to complain that you believe Haileybury has breached the Australian Privacy Principles, please contact the Business Manager. Haileybury will investigate any complaint and will notify you of the decision in relation to your complaint as soon as is practicable after it has been made.