

PRIVACY POLICY

Your Privacy Is Important

This statement outlines Shepparton ACE Secondary College policy on how Shepparton ACE uses and manages personal information provided to or collected by it.

Shepparton ACE Secondary College is bound by the National Privacy Principles contained within the Commonwealth Privacy Act.

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

What kind of personal information does the Shepparton ACE Secondary College and how does the college collect it?

- The type of information Shepparton ACE Secondary College collects and holds includes (but is not limited to) personal information, including sensitive information, about:
 - Students and parents and/or guardians ('**Parents**') before, during and after the course of a student's enrolment at Shepparton ACE Secondary College;
 - Job applicants, staff members, volunteers and contractors; and
 - Other people who come into contact with Shepparton ACE Secondary College

Personal Information you provide: Shepparton ACE Secondary College will generally collect personal information held about an individual by way of forms filled out by Parents or Students, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and Students provide personal information.

Personal Information provided by other people: In some circumstances Shepparton ACE Secondary College may be provided with personal information about an individual from a third party, for example a report provided by a medial professional or a reference from another school.

Exception in relation to employee records: 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 Shepparton ACE Secondary College treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Shepparton ACE Secondary College and employee.

How will Shepparton ACE Secondary College use the personal information you provide?

Shepparton ACE Secondary College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students and Parents: In relation to personal information of students and parents, Shepparton ACE Secondary College primary purpose of collection is to enable the college to provide schooling for the student. This includes

satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at Shepparton ACE Secondary College.

The purposes for which Shepparton ACE Secondary College 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 Shepparton ACE Secondary College;
- to satisfy Shepparton ACE Secondary College's legal obligations and allow Shepparton ACE Secondary College to discharge its duty of care.

In some cases where Shepparton ACE Secondary College requests personal information about a student or parent, if the information requested is not obtained, Shepparton ACE Secondary College may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, Shepparton ACE Secondary College'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 Shepparton ACE Secondary College 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;
- to satisfy Shepparton ACE Secondary College's legal obligations, for example, in relation to child protection legislation.

Who might Shepparton ACE Secondary College disclose personal information to?

Shepparton ACE Secondary College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to Shepparton ACE, including specialist visiting teachers and sports coaches;
- recipients of Shepparton ACE publications, like newsletters and magazines;
- parents; and
- anyone you authorise Shepparton ACE to disclose information to

Sending information overseas: Shepparton ACE Secondary College will not send personal information about individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or

- otherwise complying with the National Privacy Principles

How does Shepparton ACE Secondary College treat sensitive information?

In referring to 'sensitive information', Shepparton ACE Secondary College means: 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 personal information; and health 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 the sensitive information is allowed by law.

Management and security of personal information

Shepparton ACE Secondary College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

Shepparton ACE Secondary College has in place steps to protect the personal information Shepparton ACE Secondary College holds from misuse, loss unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information

Shepparton ACE Secondary College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Shepparton ACE Secondary College by contacting the Administration Officer of Shepparton ACE Secondary College at any time.

The National Privacy Principles require Shepparton ACE Secondary College not to store personal information longer than necessary.

You have the right to check what personal information Shepparton ACE Secondary College holds about you.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Shepparton ACE Secondary College holds about them and to advise Shepparton ACE Secondary College of perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves.

To make a request to access any information Shepparton ACE Secondary College holds about you and your child, please contact Shepparton ACE Principal in writing.

Shepparton ACE Secondary College may require you to verify your identity and specify what information you require. Shepparton ACE Secondary College 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, Shepparton ACE Secondary College will advise the likely cost in advance.

Consent and rights of access to the personal information of students

Shepparton ACE Secondary College respects every parent's right to make decisions concerning their child's education.

Generally, Shepparton ACE Secondary College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Shepparton ACE Secondary College 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 Shepparton ACE Secondary College about them or their child by contacting the Principal. 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 Shepparton ACE Secondary College's duty of care to the student.

Shepparton ACE Secondary College may, at its discretion, on the request of a student grant that student access to information held by Shepparton ACE Secondary College 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 maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way Shepparton ACE Secondary College manages the personal information it holds, please contact the Principal.

Date	Version No.	Change	Author(s)
June 2021	1.0	Issue	Bronwyn Rose
August 2023	2.0	Reviewed, footer amended	Kylie Richards
April 2024	2.1	Deleted fundraising references, Updated fonts, added version control	Kylie Richards