

Privacy Policy

Your privacy is important

This Privacy Policy sets out how Sheldon College manages personal information provided to or collected by it. Sheldon College is bound by the Australian Privacy Principles contained in the *Privacy Act*.

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

Sheldon College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.

Exception in Relation to Employee Records

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Sheldon College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Sheldon College and employee.

What kinds of personal information does the College collect and how does the College collect it?

The type of information Sheldon College 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') before, during and after the course of a student's enrolment at the College:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at school events.
- Job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and internet browsing history.
- Other people who come into contact with the College including name and contact details and any other information necessary for the particular contact with the College.

Personal Information you provide:

Sheldon 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, emails and telephone calls. On occasions people other than parents and students provide personal information.

Personal Information provided by other people:

In some circumstances Sheldon College 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.

How will the College use the personal information you provide?

Sheldon 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 by you, or to which you have consented.



Privacy Policy

Your privacy is important

Students and Parents

In relation to personal information of students and parents, Sheldon College's primary purpose of collection is to enable Sheldon College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.

This includes satisfying the needs of parents, the needs of the students and the needs of Sheldon College throughout the whole period the student is enrolled at the College.

The purposes for which Sheldon 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 of Sheldon College;
- Looking after student's educational, social and medical wellbeing;
- Seeking donations and marketing for Sheldon College;
- To satisfy Sheldon College's legal obligations and allow the College to discharge its duty of care.

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

On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions from the student's parent or guardian and from the student, if appropriate, if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.

Job Applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Sheldon 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 Sheldon 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;
- Seeking donations and marketing for the College;
- To satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

The College also obtains personal information about volunteers who assist Sheldon College in its functions or conduct associated activities, such as alumni associations, to enable Sheldon College and the volunteers to work together.

Marketing and Fundraising

Sheldon College treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that Sheldon College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Sheldon College may be disclosed to organisations that assist in the school's fundraising, for example, the Sheldon College's Foundation or alumni organisation or, on occasions, external fundraising organisations.

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

If you would like to opt-out of direct marketing please contact the Director of Marketing via email at marketing@sheldoncollege.com.

Who might the College disclose Personal Information to and store your information with?

Sheldon College may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- Another school or staff at another school;
- Government departments (including for policy and funding purposes);
- Medical practitioners;



Privacy Policy

Your privacy is important

- People providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- People providing administrative and financial services to Sheldon College;
- Recipients of College publications, such as newsletters and magazines;
- Students', parents or guardians;
- Anyone you authorise Sheldon College to disclose information to;
- Anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Sending and Storing Information Overseas

Sheldon College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange.

However, Sheldon College 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.

Sheldon College may use online or 'cloud' service providers to store personal information and to provide services to Sheldon College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia. **

The data centres where the personal information is likely to be kept are located in the Australia and Asia Pacific.

Sensitive Information

In referring to 'sensitive information', Sheldon College 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 orientation or practices or criminal record, that is also personal information; health information 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 the sensitive information is required by law.

Management and Security of Personal Information

Sheldon College staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

Sheldon College has in place steps to protect the personal information Sheldon College 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.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- There has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**);
- A reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result;
- The information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur;
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the College do in the event of an 'eligible data breach'?

If Sheldon College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.



Privacy Policy

Your privacy is important

If such an assessment / investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Sheldon College will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the College entity will also notify the affected individuals.

If it is not practicable to notify the affected individuals, Sheldon College will publish a copy of the statement on its website, or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- There is no authorised access to, or unauthorised disclosure of, the information;
- There is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Sheldon College holds about them and to advise Sheldon College of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Sheldon College holds about you or your child, please contact the Principal in writing. Sheldon College may require you to verify your identity and specify what information you require. Sheldon 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, Sheldon College 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.

The College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Sheldon College respects every parent's right to make decisions concerning their child's education. Generally, Sheldon College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Sheldon 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.

As mentioned parents may seek access to personal information held by Sheldon 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 the Sheldon College's duty of care to a student.

The College may, at its discretion, on the request of a student grant that student access to information held by Sheldon 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 warrant it.

Use of Cookies from Online Service Providers

Google, Site Improve and on occasions other online service providers will serve cookies on Sheldon College websites to analyse traffic to College websites.

Information about your use of our websites is shared with Google and online service providers for that purpose. For more information please see [how Google uses data when you use our websites](#) and the [Site Improve Data Protection and Privacy Policy](#).

Enquiries and Complaints

If you would like further information about the way Sheldon College manages the personal information it holds, or wish to make a complaint about Sheldon College's breach of the Australian Privacy Principles please contact the Principal via email at enquiries@sheldoncollege.com. Sheldon College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

