



SCOTCH OAKBURN COLLEGE

Privacy Management Policy

Approval date:	March 2022
Review date:	March 2024
Author:	Director M&A
Approval:	Board of Directors
Audience:	Staff, Community, Public
Category:	Complaints, Privacy & Communication

Our Principle of Due Care

Scotch Oakburn College is a co-educational independent school in Launceston, Tasmania, offering exceptional educational opportunities for boys and girls from Early Learning (3 years) to Year 12 and boarding from Year 6 onwards.

The College is committed to comply with the National Privacy Principles contained in the Commonwealth Privacy Act. This policy details the compliance obligations supported by three of the College's key values of Integrity, Commitment and Responsibility.

Our Privacy Aspiration

In order to ensure the continual safety and wellbeing of our students, staff and members of the community that interact with the College community as well as the efficient operation of the College, it must be able to collect, use and maintain personal information to support this goal.

The College will only use or disclose personal information for the primary purpose of its collection or for another directly related purpose or where the College is legally allowed to use or disclose that sensitive information. Should the need arise where information is required for other purposes, the College will seek permission from the person with sensitive information prior to any data release.

Our Privacy Responsibilities

The College needs to collect information from:

- students and parents and/or guardians before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors;
- other people who come into contact with the College.

The College gains that information by:

- forms filled out by parents or students;
- face-to-face meetings and interviews;
- emails and telephone calls;
- a third party, for example a report provided by a medical professional or a reference from another school/College.

The College may disclose personal information, including sensitive information, held about an individual to anyone who the College has been authorised to disclose information to and anyone to whom the College is required to disclose the information to by law. This may include another school/college; government departments; teachers; medical practitioners; people providing services to the College, including specialist visiting teachers, counsellors and sports coaches; recipients of College publications, such as newsletters and magazines; parents; Scotch Oakburn College Foundation.

Under the Commonwealth Privacy Act (and the Personal Information & Protection Act) an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. To access any information the College holds about a parent or student, the College will consider disclosure of information upon a request to the Principal in writing.

The College will disclose personal information about an individual student to overseas and interstate recipients, for instance, to facilitate an exchange program or support positive transitions to new schools. On these occasions the College will:

- obtain the consent of the individual or guardian (in some cases this consent will be implied);
- comply with the Australian Privacy Principles or other applicable privacy legislation.

The College may also store personal information in the 'cloud' which may mean that it resides on servers that are situated outside Australia.

Our Strategies

We embrace our Privacy responsibilities by recognising that:

- staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals;
- processes are in place to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods;
- quality of information stored is entered and updated during the annual enrolment process and on guardian advice;
- complaints with regard to Privacy issues will be managed in accordance with the College's Grievance Policy;
- when producing marketing and fundraising material, care will be taken to provide limited disclosure of personal information;
- the assessment of risk associated with the content of this policy is managed in accordance with the College's Risk Management Directive;
- sensitive information will be managed in compliance with the College's Code of Conduct;
- should a person not be satisfied with the response received by the College resulting from their complaint about a privacy matter then they are entitled to contact the The Office of the Australian Information Commissioner (OAIC);
- the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee;
- the College website contains information about the management of privacy information including this policy, complaint process and contact details; and
- records containing personal information shall be maintained for as long as is reasonably practicable and in accordance with Legislative requirements.

Reporting

The Principal will measure the effectiveness of this policy by the use of key performance indicators and report to the Board of Directors on an annual basis.