



Eton Farm Education

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Status	Complete
Reviewed by	Trish Green
Responsibility	EFE Admin/Principal
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This Privacy Policy sets out how the Eton Farm Education manages personal information and your rights in relation to your personal information, including how to complain and how we deal with complaints. The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 (Privacy Act). In relation to health records, the School is also bound by the Western Australian legislation. 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 School's treatment of an employee record held by the School, where the treatment is directly related to a current or former employment relationship between the School and the employee.

Eton Farm Education will from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the school'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.



Kinds of personal information we collect

The types of information the school collects includes (but is not limited to) personal information, including health and other sensitive information, about:

Students and parents and/or guardians

- name, contact details (including next of kin), date of birth, gender, language background and previous school;
- parents' education, occupation, language spoken at home. • health information (e.g., details of disability and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors);
- • • information about referrals to government welfare agencies;
- counselling reports;
- health fund details and Medicare number;
- any Restraining & Violence orders;
- • volunteering information;
- photos and videos at school events;

Job applicants • name, contact details (including next of kin), date of birth;

- information on job application;
- professional development history;
- health information (e.g., details of disability and/or allergies, and medical certificates);

• • • **How we collect personal information**

Personal information you provide:

The school generally collects personal information about an individual directly from the individual (or their parent/carer in the case of students). This includes by way of forms, face-to-face meetings and interviews, emails. ***Personal information provided by other people:***

In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a



medical professional, a reference from another school or a referee for a job applicant.

Purposes for which we collect and use personal information

The purposes for which the school collects, uses and discloses personal information depend on our relationship with you and include the following:

Students and Parents:

Collect and Use: providing schooling and school activities;

- satisfying the needs of parents, the needs of students and the needs of the school throughout the whole period a student is enrolled at the school;

keeping parents informed about matters related to their child's schooling, through correspondence, apps, newsletters and magazines;

- day-to-day administration of the school;
- looking after students' educational, social and health wellbeing;

to satisfy the school's legal obligations and allow the school to discharge its duty of care.

• • *Volunteers:*

- to contact you about, and administer, the volunteer position
- for insurance purposes;
- satisfying the school's legal obligations, for example, in relation to child protection legislation.

Job applicants and contractors:

- assessing and (if successful) engaging the applicant or contractor;
- administering the individual's employment or contract;
- for insurance purposes;
- satisfying the school's legal obligations, for example, in relation to child protection legislation.



Who we disclose personal information to

The school may disclose personal information, including sensitive information, for educational, care and administrative purposes, and to seek support and advice. This may include to:

- making required reports to government authorities;
- government departments (including for policy and funding purposes);
- medical practitioners
- people providing educational, support and health services to the school, including specialist visiting teachers and counsellors;
- providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection, students with additional needs.
- 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);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;

no

- the provider of our information management and storage system and other information technology services;
- anyone you authorise the school to disclose information to;
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

How we store personal information

We store your personal information in hard copy and electronically.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information. See further the section below '



Sending and storing information overseas.

The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider 'One Drive / Microsoft 365 and MYOB accounting.

Fundraising

The school treats seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Your personal information may be used to make an appeal to you.

Security of personal information

The school has in place steps to protect the personal information the school 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.

These steps include:

- Restricting access to information on the school databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.



- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

Access and correction of personal information

Under the Commonwealth Privacy Act 1988 : , an individual has the right to seek access to, and/or correction of, any personal information which the school holds about them. Students will 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, update or correct any personal information the school holds about you or your child, please contact the School Administrator. The school may require you to verify your identity and specify what information you require. The school may charge a reasonable fee for giving access to your personal information. If the information sought is extensive, the school will advise the likely cost in advance.

If Eton Farm Education decides to refuse your request, we will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons) and the process for lodging a complaint should you wish to do so.

Consent and rights of access to the personal information of students

Our school respects every parent's right to make decisions concerning their child's education.

The school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The school 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 the school about them or their child by contacting the School Administrator ~~by telephone or~~ in writing. However, there may be occasions when access is denied. Such occasions may include



(but are not limited to) 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.

Enquiries and complaints

If you would like further information about the way Eton Farm Education manages the personal information it holds or wish to lodge a complaint for breach of the Australian Privacy Principles please contact the

School Principal in writing either by email or post. The school will investigate any complaint and will notify you of the decision in relation to your complaint as soon as is practicable.

If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au



Version History		
Date	Version	Reviewer
June 2023	1	Trish Green

