

Wenona Privacy Policy

- o health information – details of disability and/or allergies, and medical certificates;
 - o reports of any information that may be relevant to the School;
 - o leave details;
 - o photos and videos of School events;
 - o any other personal information that may be relevant to the School;
 - o work emails and private emails (unless using a work email address) and internet browsing history;
- when the School has access to or contact with the School in relation to the School details, and any other information necessary for the particular contact with the School.

Personal information you provide: The School may collect personal information about an individual directly from the individual, or their Parent in the case of students. This includes by way of forms, face-to-face meetings and interviews, email and telephone calls.

Personal information provided by other people: The School may also collect personal information provided by other people about the individual, including from a third party, for example a medical professional, a reference from another school, or a referee for a job applicant. If a student provides personal information to the School, the School may also collect information about the student from the student's previous school to facilitate the transfer of the student.

Personal information from other sources: The School may also collect personal information through surveillance activities, eg CCTV security cameras, and student internet use and email monitoring.

How we use the personal information we collect

The School uses the personal information we collect to help us to provide a high quality education for our students. The information we collect may be used for a variety of purposes, which may depend on our business needs, and include but are not limited to the following:

Student's personal information

- providing schooling and co-curricular activities;
- maintaining records of student's academic performance, and the needs of the School throughout the whole period a student is enrolled at the School;
- making required reports to government authorities;
- keeping Parents informed about matters related to their child's schooling, through correspondence, newsletters, home-school communication;
- day-to-day administration of the School;
- providing support for students with special needs and disabilities;
- seeking donations for the School (see the 'Fundraising' section of this Privacy Policy);
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

Volunteers

The School has a strong commitment to the collection and use of personal information. It is collected from various sources, including from the School's website, from the School's social media pages, from the School's fundraising activities, from the School's conduct associated activities, for example, Wenona Board of Governors, and general volunteers, to enable the School and the volunteers to work together. Information collected may include, but is not limited to the following:

Wenona Privacy Policy

- to contact you about and administer the volunteer position;
- for insurance purposes; and
- satisfying the University of Northern Iowa's obligations for child protection legislation

Additional purposes include:

- assessing, and (if successful), recruiting the individual to the School
- administering the individual's employment or contract;
- seeking donations for the School (see the 'Fundraising' section of this Privacy Policy);
- for insurance purposes;
- satisfying the School's legal obligations for example, in relation to child protection legislation.

Information to who we'd disclose personal info

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

- other schools and teachers at these schools, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
-
- people providing educational support and health services to the School, including list visiting teachers including music, drama, dance, debating and sports tutors and coaches, volunteers, and counsellors;
- external organisations and individuals who provide us with 150,000+ in our transition section (Privacy Policy);
- providers of specialist advice and support to the School, including the area of Human Resources, and for the purpose of administering

Microsoft and Microsoft 365:

- providers of learning and assessment tools;
- assessment and reporting authorities, including the Victorian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the authorities that manage the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to the School;
- [the provider of our information management and storage system and other information technology services;]
- recipients of School publications, such as newsletters and magazines;
- students' parents or guardians;
- anyone you authorise the School to disclose information to;
- information to by law, including child protection laws.

Wenona Privacy Policy

Consent and rights of access

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent or access in relation to the personal information of a student to the student's Parents. Generally, the School will treat a request by a Parent as consent for given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek personal information held by the School about them or their child by *submitting a request in writing* (refer details in the section above 'Access and variation of personal information'). However, there may be occasions when access is denied. Such occasions may include, but are not limited to, *where the 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*.

Parents may also, *grant that student access to information* held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would be where the student and/or the student's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles or the Health Privacy Principles please contact the School Principal. The School 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.

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