Procedures for management of personal information provided or collected by Oxley College



In accordance with Commonwealth Privacy laws, the College is required to have a privacy policy that is available to all people associated with the College for whom records are maintained.

These privacy laws govern how the College can collect, use, hold and disclose personal information. The College is bound by the Australian Privacy Principles contained in the (Cth). The information collected enables the College to provide its educational services and discharge its duty of care. Any notifiable data breaches must be reported by the College to the Office of the Australian Information Commissioner where required to do so under the (Cth).

This Privacy Policy sets out how the College manages personal information provided to or collected by it in accordance with the Australian Privacy Principles. The policy applies to all staff, students, volunteers, contractors, visitors, or other persons associated with, or who come into contact with, the College.

The College will regularly review and update this Privacy Policy to take account of new laws and , and to make sure it remains appropriate to

the changing school environment.

The College collects and holds includes personal information, including health and other sensitive information, about:

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- job applicants, staff members, volunteers, and contractors; and
- other people who come into contact with the College.

The types of personal information the College collects and holds varies depending on the circumstances of the information collection. For students, the School collects information such as name, age, contact details, academic record, and history, and may collect sensitive information such as information about a

, racial or ethnic origin. For persons who deal with the School in some other capacity, such as a staff member, parent or guardian, former student, volunteer, contractor or visitor, the College may

the School, such as salary and payment information for staff members, or past employment details for job applicants.

The College may also collect personal information indirectly through its use of closed-circuit television

care, particularly in assisting the College to provide a safe and secure environment for students, staff, and visitors. Except where required to assist with an ongoing investigation, or otherwise for the protection of lawful interests, CCTV footage is retained for a limited period before being deleted.

The 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 may provide personal information.

The College may ask parents to provide medical reports and other sensitive information from time to time, which may, on occasion, be provided to staff to enable the College to discharge its duty of care.

: In some circumstances the 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.

If you provide the College with personal information about other people, such as doctors or an emergency contact, as required in the Enrolment Application, parents are encouraged to inform them that their information is being disclosed to the College, the reasons for the disclosure, that they can access the information from the College, and that the College does not usually disclose information to third parties.

: Under the (Cth) and and

Privacy Principles) do not apply to an employee record. Consequently, this Privacy Policy does not apply directly related to a current or

former employment relationship between the College and employee.

The College will use personal information it collects from you for

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The College may disclose personal information, including sensitive information, held about an individual for administrative, educational, and support purposes. Such information may be disclosed to:

- another school;
- government departments. Including for policy and funding purposes;
- medical and other health practitioners;
- people providing educational, support, and health services to the College, including specialist visiting teachers, counsellors, music, and sports coaches;
- providers of specialist advisory services and assistance to the School, including in the areas of staff services (human resources), child protection and students with additional needs;
- 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 the School;

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