

Privacy Policy



Melbourne Girls Grammar
an Anglican school

Your Privacy is Important

Melbourne Girls Grammar (MGGS) is bound by the *Privacy Act 1988* (Commonwealth) and the National Privacy Principles (NPPs) under the Act.

The NPPs regulate how organisations including MGGS may collect, use, disclose and store personal information and how individuals may gain access to and correct personal information held about them. However, current and former employee records are not covered by the Act or the NPPs.

Personal information is defined in the Act as “information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion” (eg name, address, phone number, age, e-mail address). Personal information includes sensitive information including health information, which has a higher standards of protection, reflecting the special nature of this type of information. Further details on these forms of information are set out in NPP 10 below.

MGGS is also bound by the *Health Records Act 2001* (Victoria) (HRA). This legislation contains Health Privacy Principles (HPPs) which are substantially similar to NPPs but are more detailed in dealing with health information. Health information about current and former employees is covered by the HRA and the HPPs.

This Privacy Policy and the Privacy Statements on School information collection forms are designed to make individuals aware in general terms of:

- the sort of personal information which the School collects
- why the personal information is being collected
- to whom it may be disclosed
- how individuals may access their information
- how the information is held and stored
- the main consequences if it is not provided.

We may make changes to this Privacy Policy from time to time and will publish them on our web site. Changes may be due to new laws and technology or changes to the School's operations and practices.

For the purposes of this Privacy Policy “the School” or “MGGS” referred to in this document is Melbourne Girls Grammar.

The Privacy Policy addresses each of the NPPs that form the basis of the Commonwealth legislation.

National Privacy Principles

- NPP 1 – Collection
- NPP 2 – Use and disclosure
- NPP 3 – Data quality
- NPP 4 – Data security
- NPP 5 – Openness
- NPP 6 – Access and correction
- NPP 7 – Identifiers
- NPP 8 – Anonymity
- NPP 9 – Transborder data flows
- NPP 10 – Sensitive Information

NPP 1 – Collection

MGGS only collects personal information for purposes which are related to the provision of educational services to students including provision of tuition, meeting its duty of care to students and its responsibilities to parents/guardians, the recruitment of staff and the provision facilities and ancillary services to carry out the objects of the School.

MGGS collects and holds personal information, including sensitive information and health information, about:

- students and parents and/or guardians before, during and after the course of a student's enrolment at the School. This includes information for unsuccessful applicants for enrolment
- job applicants, staff members and contractors
- volunteers and other individuals that come into contact with the School.

MGGS will generally collect personal information about an individual:

- through the completion of information collection forms by parents/guardians or students
- through the student and staff enrolment and recruitment process;
- through the student and staff assessment process
- from notes taken by staff during meetings, interviews and telephone calls
- on occasions, people other than parents/guardians and students provide personal information.

Where reasonable and practicable MGGS will only collect personal information about an individual from that individual.

In some circumstances, MGGS may be provided with personal information about an individual from a third party, such as a report provided by a medical professional or a reference from another school or from an education agency. In most cases, this information will

be provided to MGGS at the request of the student or their parent/guardian. Where MGGS has directly requested the third party to provide the information, MGGS will take reasonable steps to notify the individual, or their parent/guardian in the case of a student, that the information has been collected, the purpose of its collection, the organisations to which the information is usually disclosed, the main consequences if the information is not provided and about rights of access to the information.

Exception in relation to employee records

The Act and the NPPs do not apply to employee records about a current or former employee of MGGS. However, the HRA applies to health information of current and former MGGS employees. NPP 10 sets out the rules applying to the collection, use and disclosure of health information for these employees. Other relevant aspects of this Privacy Policy (such as NPP 3 - Data Quality and NPP 6 Access) apply to employees to the extent to which it relates to their health information.

NPP 2 - Use and Disclosure

Apart from sensitive information, MGGS will use and disclose personal information it collects from individuals for the primary purpose of collection, or for such other secondary purposes as may reasonably be expected, for other purposes where consent has been given or as required or permitted by law.

Parents and students

In relation to the personal information of students and parents, the School's primary purpose of collection is to:

- enable MGGS to manage the School with a view to providing education for students
- satisfy the School's legal obligations especially with regard to its duty of care.

This includes satisfying the needs of both parents and the student throughout the entire period the student is enrolled at MGGS and after enrolment as a past student and potentially as a member of the Melbourne Girls Grammar Old Grammarians Society.

The purposes for which MGGS uses this personal information include:

- to keep parents informed about matters relating to their child's schooling, education and welfare through correspondence, student reports, newsletters and magazines
- day-to-day administration
- to satisfy the School's legal obligations and enable the School to discharge its duty of care especially with regard to students' educational, social and medical wellbeing
- development, fundraising and marketing for the School
- other purposes as outlined on individual forms, for example School camps and excursions.

In some cases where MGGS requests personal information about a student or parent, if the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student or provide all the usual School facilities to the student.

International students

Information about international students (ie students from overseas on a student visa) may be collected via an education agent. MGGS has no contracts with any education agent and if personal information is provided by an agent, then:

- that agent is deemed to be acting on behalf of a potential student
- MGGS will assume an agreement has been reached between the agency and the individual about the collection and use of personal information.

MGGS does not disclose personal information to education agencies unless consent has been obtained from the individual or their parents/guardian in the case of a student.

Job applicants and individual contractors

In relation to personal information of job applicants and individual contractors, the School's primary purpose of collection is to assess and, if successful, to engage the applicant or individual contractor.

The purposes for which the School uses the personal information of job applicants and individual contractors include:

- to administer and manage the individual's or organisation's employment or contract
- developing, fundraising and marketing for the School
- for insurance purposes
- to satisfy the School's legal requirements.

Volunteers

MGGS also obtains personal information about volunteers who assist the School in organising special School-related functions or who conduct associated activities or who run and participate in bodies such as the Merton Hall Foundation, or to enable the School and the volunteers to work together.

Development, fundraising and marketing

Development, fundraising and marketing are important for the future growth and development of MGGS and are an important part of ensuring MGGS continues to be a quality learning environment in which both students and staff thrive. Personal information which is not sensitive information held by the School may be disclosed to the Merton Hall Foundation, the Melbourne Girls Grammar Old Grammarians' Society or people providing services to the School to assist in the School's fundraising (eg members of parent auxiliaries who assist in the organisation of functions).

Parents, staff, contractors and other members of the wider School community may receive fundraising information from time to time, which discloses personal information. School publications such as newsletters and magazines, which include non-sensitive personal information, may be used for development, fundraising and marketing purposes.

If an individual or a parent/guardian does not wish personal information to be disclosed for these purposes, they may contact the MGGS Community Relations Department to make the necessary arrangements for the non-disclosure.

Sensitive information

Please refer to the section below on NPP 10 for the policy and special rules which apply to the collection, use and disclosure of sensitive information.

Sending information overseas

Please refer to the section below on NPP 9 for the policy and special rules which apply to sending personal information overseas.

Other special cases

MGGS may disclose personal information, without the specific consent of the individual, or their parent/guardian in the case of a student, to people and organisations such as:

- another school or educational institution, if required by law
- government departments, if required by law
- people providing services to the School, including specialist visiting teachers and sports coaches
- law enforcement agencies
- debt collection agencies.

MGGS may also disclose personal information to anyone for whom the individual or their parent/guardian in the case of a student, has given authorisation.

NPP 3 – Data Quality

Updating personal information

MGGS endeavours to ensure that the personal information held by the School is accurate, complete and up-to-date, through the use of annual student information update forms and by updating records from time to time as relevant information is provided by the individual, a student's parent/guardian or by MGGS staff.

NPP 4 – Data Security

Management and security of personal information

MGGS staff are required to respect the confidentiality of personal information and the privacy of individuals and take this obligation seriously.

MGGS has arrangements to protect personal information held by the School from misuse, loss, unauthorised access, modification or disclosure, including the use of locked or secure storage of hard copy records and secure access rights to computerised records. This includes password access and scalable security levels for the School's database.

MGGS also takes reasonable steps to destroy or de-identify personal information if, in the School's opinion, it is no longer needed for the purpose for which it was collected.

NPP 5 – Openness

This Privacy Policy is available on the MGGS website (www.mggs.vic.edu.au). Copies may also be obtained by contacting the MGGS Business Office.

NPP 6 – Access and Correction

In general, an individual has the right to obtain access to any of their personal information held by the School.

There are some exceptions to this right that are set out in the legislation. The main exceptions are summarised below. (See "Circumstances where access may be denied").

If you make a request for access to personal information, MGGS may require you to verify your identity and specify what information you require. MGGS 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, the School will advise the likely cost in advance. Any fee will be determined on a case by case basis.

To make a request to access any personal information MGGS holds about you or your child, please contact the MGGS Community Relations Department in writing. **Written notification must generally be given 10 working days in advance of the date on which access is required.**

Parents'/Guardians' consent and rights of access to the personal information of students

The School respects the right of every parent/guardian to make decisions concerning their child's schooling, education and welfare.

Generally, the School:

- will give a parent/guardian access to personal information held by the School about their child
- will not give a child access to personal information held by the School about the child's parent/guardian

- may refer any request for access to the personal information of a student to the student's parents/guardians
- will refer any request for access to the personal information of a parent/guardian to that parent/guardian.

For this purpose, the School will treat consent given by parents/guardians as consent given on behalf of the student, and notice given to parents/guardians as notice given to the student.

Student's consent and rights of access to their personal information

Students will generally have access to their personal information through their parents/guardians while they are attending the School.

The School may, at its discretion, grant a student access to her personal information without involving her parents/guardians, or allow a student to give or withhold consent to the use or disclosure of their personal information without involving the parents/guardians. In making its decision, the School will take account of a variety of factors, including the age and maturity of the student, the nature of the personal information, the particular circumstances and the student's express wishes.

Circumstances where access may be denied

There may 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
- release may result in a breach of the School's duty of care to the student
- the request for access is frivolous or vexatious
- providing access could prejudice the School's negotiations with the individual on a particular matter
- access would be unlawful
- the School is permitted to deny access by law.

MGGS will provide reasons if it denies access.

Correction

An individual may advise MGGS of any perceived inaccuracy in their personal information held by the School. If the individual is able to establish that the information is not accurate, complete and up-to-date, the School will take reasonable steps to correct it. MGGS will give reasons if it refuses to correct personal information.

NPP 7 – Identifiers

MGGS uses internally issued identifiers such as student and parent/guardian codes to identify individuals and families/guardians for its own purposes. MGGS only uses externally generated identifiers, such as Medicare numbers, for the purposes set by the agency which generated those identifiers, or otherwise as required or permitted by law.

NPP 8 – Anonymity

Wherever it is lawful and practicable, individuals have the option of not identifying themselves when contacting MGGS. However, the School does not believe there are many transactions that can be conducted if individuals do not identify themselves as this is not practicable in a school environment.

NPP 9 – Transborder Data Flows

From time to time, MGGS may need to send information to a foreign country for the purposes of fulfilling the contract of education made in the interest of the individual. This includes sending school reports

to parents/guardians. MGGS may also send other types of personal information overseas if consent of the individual, or the parent/guardian in the case of a student or prospective student, has been gained.

NPP 10 – Sensitive Information

Sensitive information includes personal information about an individual's racial or ethnic origin, political opinions and associations, religious or philosophical beliefs, professional or union association, sexual preference or criminal record or health information. Due to its sensitive nature, there are additional protections for sensitive information.

Health information includes personal information about the health or disability of an individual, their expressed wishes about the future provision of health services or about a health service provided to them; other personal information collected in providing a health service; personal information collected in relation to organ donation or body substances; or genetic information that may be predictive about the health of an individual or a genetic relative.

Apart from the special rules applying to health information, MGGS will not collect sensitive information without the consent of the individual, or their parent/guardian in the case of a student, or as required by law or to prevent or lessen a serious and imminent threat to life of health (where the individual is incapable of giving consent). MGGS will only use or disclose sensitive information for the purpose for which it was provided, or a directly related secondary purpose, unless the individual, or their parent/guardian in the case of a student agrees otherwise, or if required or permitted by law. This includes the necessity to lessen or prevent a serious or imminent threat to the life, health or safety of an individual or the public.

Health information and records

Health information of MGGS staff is covered by the HRA and the HPPs. This section of the Privacy Policy therefore extends to health information collected by MGGS about staff as well as students and other individuals and may include:

- emergency contacts, next of kin
- names of doctors, dentists and other health professionals
- assessments, referrals, correspondence with parents
- health fund details, ambulance subscription and Medicare number
- medical background (including any conditions, treatments etc)
- immunisations
- nutrition, dietary requirements
- diagnosis of disorders, learning difficulties.

Health information is only collected from individuals, or where the individual is a student, from or with the consent of the parents/guardians. Health information is collected:

- In order to provide a health service. This includes activities to assess, maintain or improve an individual's health, for diagnosis or treatment or dispensing prescription drugs
- To assess a student's, an employee's, or an other individual's ability to participate in certain activities
- To assess an employee's fitness to return to work after serious illness or injury.

Access

The principles regarding the access to sensitive information are the same as set out under NPP 6 above.

Enquiries

If you would like further information about any privacy issues or the management of personal information at Melbourne Girls Grammar please contact the:

Business Office

86 Anderson Street,
South Yarra VIC 3141
AUSTRALIA
Telephone: +61 (0)3 9862 9200
Facsimile: +61 (0)3 9866 1119

Further information on the Privacy Legislation is available on www.privacy.gov.au or by contacting:

Office of the Federal Privacy Commissioner
Level 8 Piccadilly Tower
133 Castlereagh Street
SYDNEY NSW 2000

GPO Box 5218
SYDNEY NSW 1042

Privacy Hotline 1300 363 992
Fax +61 2 9284 9666

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an Anglican school

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