



Privacy Policy

Statement and Objectives



The Kilmore International School

40 White Street, Kilmore, Victoria, 3764

W kilmore.vic.edu.au

T +61 3 5782 2211

E enquiries@kilmore.vic.edu.au

ABN 21 083 505 131 CRICOS 00671E

EXCELLENTIA
ACADEMICA
PERSEQUENDA

the pursuit of academic excellence



Contents

| | |
|---|----------|
| Introduction | 3 |
| What information do we collect..... | 4 |
| How do we collect this information | 4 |
| Why do we collection this information?..... | 4 |
| When do we use or disclose information? | 5 |
| Student transfers between Victorian schools | 6 |
| NAPLAN Results..... | 6 |
| Complaints | 6 |
| Processes..... | 6 |
| Access to Information | 7 |
| Accessing your information..... | 7 |
| Access to student information | 7 |
| Access to staff information..... | 7 |
| Security | 7 |
| Storing and securing information | 7 |
| Updating your information | 7 |
| Contact Details | 8 |

Introduction

This policy is designed to give you a greater understanding of how The Kilmore International School collects, uses, discloses and otherwise handles your personal information.

Your privacy is important to us, and we are committed to protecting your privacy, in accordance with applicable Australian privacy laws.

This policy will be regularly reviewed and updated to take account of new laws and technology, changes to the School's operations and practices, and to ensure the policy is appropriate for the changing school environment.

The Kilmore International School as a Victorian school manages the 'personal information' and 'health information' as governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

Definitions

Personal Information: is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

Health Information is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive Information: is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices; or criminal record. It also includes health information.

This policy applies to all staff members and volunteers in the school community.

Collection Information

What information do we collect

Our school collects the following type of information:

- information about students and their families, provided by students, their families and others
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

How do we collect this information

Our school collects information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others,
- from electronic and paper documentation: including job applications, emails, invoices, enrolment forms, letters to our school, consent forms (for example: enrolment, excursion, Student Support Services consent forms), our school's website or school-controlled social media,
- through online tools: such as apps and other software used by our school, and
- through any CCTV cameras located at our school.

Collection notices

When our school collects information about you, our school takes reasonable steps to advise you of how the information will be handled. This includes the purpose of the collection, and how to access, update and correct information held about you. For information about students and their families, a collection notice is provided to parents (or students who are mature minors) upon enrolment.

Unsolicited information about you

Our school may receive information about you that we have taken no active steps to collect. If permitted or required by law, our school may keep records of this information. If not, we will destroy or de-identify the information when practicable, lawful and reasonable to do so.

Why do we collection this information?

Primary purposes of collecting information about students and their families

Our school collects information about students and their families when necessary to:

- educate students
- support students' social and emotional wellbeing, and health
- fulfil legal requirements, including to take reasonable steps to reduce the risk of reasonably foreseeable harm to students, staff and visitors (duty of care), make reasonable adjustments for students with disabilities (anti discrimination law) and provide a safe and secure workplace (occupational health and safety law)
- enable our school to communicate with parents about students' schooling matters and celebrate the efforts and achievements of students, to maintain the good order and management of our school
- enable The Kilmore International school and its management to ensure the effective management, resourcing and administration of our school, fulfil statutory functions and duties, plan, fund, monitor, regulate and evaluate the policies, services and functions, comply with reporting requirements, investigate incidents in schools and/or respond to any legal claims against the school.

Primary purposes of collecting information about others

Our school collects information about staff, volunteers and job applicants:

- to assess applicants' suitability for employment or volunteering
- to administer employment or volunteer placement
- for insurance purposes, including public
- liability and WorkCover
- to fulfil various legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- to respond to legal claims against our school

When do we use or disclose information?

Our school uses or discloses information consistent with Victorian privacy law, as follows:

1. for a primary purpose – as defined above
2. for a related secondary purpose that is reasonably to be expected – for example, to enable the school board to fulfil its objectives, functions and powers
3. with notice and/or consent – including consent provided on enrolment and other forms (the information collected will not be disclosed beyond the Department of Education and Training without consent, unless such disclosure is lawful)
4. when necessary to lessen or prevent a serious threat to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare
5. when required or authorised by law – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, child wellbeing and safety law, reporting obligations to agencies such as the Department of Health and Health and Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas or search warrants
6. to investigate or report unlawful activity, or when reasonably necessary for a specified law enforcement purpose, including the prevention or investigation of a criminal offence or seriously improper conduct, by or on behalf of a law enforcement agency
7. for education research or school statistics purposes
8. to establish or respond to a legal claim.

Student Data

Student transfers between Victorian schools

When a student has been accepted at, and is transferring to, another Victorian school, our school transfers information about the student to that school. This may include copies of the student's school records, including any health information.

This enables the next school to continue to provide for the education of the student, to support the student's social and emotional wellbeing and health, and to fulfil legal requirements.

NAPLAN Results

NAPLAN is the national assessment for students in years 3, 5, 7 and 9, in reading, writing, language and numeracy.

When a student transfers to another Victorian school, their NAPLAN results are able to be transferred to that next school.

Additionally, a student's NAPLAN results are able to be provided to the student's previous Victorian school to enable that school to evaluate their education program.

Complaints

Processes

If you have a complaint about how we have collected or handled your personal information, please contact our Business Manager (details below). Our Business Manager will endeavour in the first instance to deal with your complaint and take any steps necessary to resolve the matter in a timely manner.

The Kilmore International School also offers Operoo which allows parents and guardians to access self-service online forms. This allows you to self-submit and track your online complaint. Please also see our Complaint Management Policy.

External Appeals Process: If the complaints procedure does not find in favour of the student or the student is dissatisfied with the result of the complaints procedure, he/she will be informed of the external complaints and appeals process available to them.

The external authority used for the School's external complaints and appeals processes are:

Victorian Registration and Qualifications Authority

Level 4, Casselden 2 Lonsdale Street Melbourne Vic 3000
(Postal Address: GPO Box 2317, Melbourne Vic 3001)
Phone: +61 3 9637 2806
Email: vrqa@edumail.vic.gov.au

Overseas Students Ombudsman

GPO Box 442 Canberra ACT 2601
Phone: 1300 362 072 (within Australia) or + 61 2 6276 0111 (outside Australia)
Fax: 02 6276 0123 (within Australia) or + 61 2 6276 0123 (outside Australia)
Email ombudsman@ombudsman.gov.au Website: <http://www.oso.gov.au/>

Translating and Interpreting Service: 131 450 (within Australia) or + 61 3 9203 4027 (outside Australia).

Access to Information

Accessing your information

All individuals, or their authorised representative(s), have a right to access, update and correct information that our school holds about them.

Access to student information

Our school only provides school reports and ordinary school communications to parents who have a legal right to that information.

Requests for access to other student information must be made by making a Freedom of Information (FOI) application to the school.

In some circumstances, an authorised representative may not be entitled to information about the student. These circumstances include when granting access would not be in the student's best interests or would breach our duty of care to the student, would be contrary to a mature minor student's wishes or would unreasonably impact on the privacy of another person.

Access to staff information

School staff may first seek access to their personnel file by contacting the principal.

Security

Storing and securing information

Our school takes reasonable steps to protect information from misuse and loss, and from unauthorised access, modification and disclosure.

Our school stores all paper and electronic records securely, consistent with the school's records management policy and information security standards. All school records are disposed of, as required by the relevant Public Record Office Standard.

When using software and contracted service providers to manage information, our school assesses these according to the appropriate processes.

Updating your information

We endeavour to ensure that information about students, their families and staff is accurate, complete and up to date.

To update your information, please contact our school's reception.

Contact Details

Please contact us if you have any queries about the personal information The Kilmore International School holds or the way we handle your personal information.

Mail: The Kilmore International School
 Attention: Business Manager
 40 White Street
 KILMORE 3764
 AUSTRALIA

Email: admin@kilmore.vic.edu.au

Telephone: +61 3 5782 2211

Further general information about privacy is available on the website of the Office of the Australian Information Commissioner or by calling the OAIC's enquiry line at 1300 363 992.

| |
|----------------|
| Date: 30/09/21 |
|----------------|

| |
|---------------------------|
| Date for review: 30/09/22 |
|---------------------------|