



## Privacy Policy

Information collected at Yarranlea Primary School and Yarranlea Outside School Hours Care (hereafter 'Yarranlea') is bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988.

### Why we collect information

Yarranlea primarily collects and holds personal information (including some sensitive information) that is necessary to its orderly operation, including:

- Customer information that relates to the application, enrolment, education and care of past, current and possible future Yarranlea students. This information is typically sourced from parents and/or guardians ('Parents') and their children;
- Worker information that relates to the application and employment of past, current and possible future Yarranlea workers, including volunteers, contractors and temporary & permanent staff members ('Workers');

The inability to obtain this information may significantly impede or even prohibit Yarranlea's ability to provide effective customer service and worker outcomes. A parent or worker is therefore deemed to consent to, and constructively work within, the guidelines mandated by this policy when choosing to engage with Yarranlea.

### How we collect information

Yarranlea transparently collects information in a fair and lawful manner. Wherever possible, information is directly obtained from the party concerned. Where this is not possible, information is either collected with the general knowledge of the party concerned or from publicly available sources.

Information is collected both in writing (e.g. by completing clearly identified forms) and face to face (e.g. by discussion with identified Yarranlea personnel). Where relevant, this may include sensitive personal information, and may include information provided by relevant third parties such as agencies, consultants, experts, fellow professionals, medical personnel, referees and other specialists. Yarranlea personnel tasked with obtaining any personal information are expected to reasonably check the accuracy of any information they collect.

Where a party provides Yarranlea with the personal information of others (such as family/friends nominated as emergency contacts), we encourage the party providing this information to inform the other party of their decision to provide this information to Yarranlea.

### Management and security of personal information

Yarranlea safeguards the information it obtains by the appropriate use of physical controls (e.g. locked storage of paper records) and logical controls (e.g. password protection of computerised data). Yarranlea staff members are expected to respect the confidentiality of information provided to the organisation, particularly in relation to information of a personal or sensitive nature.

Staff members must take all reasonable steps to protect this information from misuse, interference, loss and from unauthorised access, modification or disclosure. The Principal may authorise for information that is no longer required to be either de-identified or destroyed, provided this is done in accordance with the requirements of the APPs.

### Electronic information storage

Yarranlea may electronically transfer information it holds to respected IT service providers that may be based overseas. This may include using "cloud" based databases like Austral CCMS (an Australian Government child care management system that manages OSHC childcare payments) and storing personal information with "cloud" based service providers like Microsoft and Apple.

This may also include online applications like Mathletics and social media and internet content such as Facebook, Twitter and YouTube, although care will be taken not to personally identify users of these applications where possible.

## How we use personal information

Information obtained by Yarranlea is used as follows:

- Laws governing or relating to the operation of schools and outside school care services that involve duty of care requirements and/or particular information be disclosed. These include the Child Protection Act 1999 (e.g. child safety), the Education Act 2013 (e.g. student enrolments, including demographic data), the Education and Care Services Act 2013 (e.g. worker information) and the Public Health Act 2005 (e.g. notification of contagious diseases).
- Health care information (e.g. asthma or allergies) may be openly displayed at Yarranlea to facilitate implementation of a medical management action plan. Information of this nature must be displayed where a mandatory notice requirement applies (e.g. where a child has been diagnosed as being at risk of anaphylaxis).
- Administrative and/or educational purposes may require personal and at times sensitive information to be provided to government departments, professional service providers (e.g. medical practitioners, HR advisors) and other people providing services to Yarranlea (e.g. specialist visiting teachers, sports coaches and volunteers engaged in class activities), as well as other organisations that Yarranlea works with for similar reasons.
- Student excursions require personal information concerning staff and students to be sent to reputable service providers and their staff. This may include people or organisations that are resident in overseas countries (for example, when organising a cultural exchange, homestay or international tour).
- Surveys and similar improvement exercises conducted on behalf of Yarranlea by an external consultant/s will involve some contact details (e.g. parent and worker email addresses) being provided to these parties.
- The periodic taking of class and staff photographs will similarly require some contact details (e.g. names) to be provided to contract photographers.
- Community building activities may also involve contact details (e.g. name, address, email and telephone numbers) of families and workers attending the school being provided to other parents and workers. This information is provided on the understanding that it must be used responsibly, and individuals may voluntarily choose to opt out of exercises of this nature.
- The communication, for community building and promotional purposes, of still and video images and information such as academic and sporting achievements, staff/student activities and other news will periodically occur via internal and external newsletters, magazines, newspapers and on Yarranlea's website.
- Yarranlea's fundraising activities may involve personal information being provided to other parties. However, personal information will not be disclosed to third parties for their own marketing purposes without consent.

## Sensitive information

Yarranlea will collect, use and disclose sensitive information, for example health information, where it is reasonably required for educational or employment requirements related to Yarranlea's duty of care. It will only be collected and used with consent, unless its use/disclosure is required/permitted by law. Sensitive information includes information relating to a person's ethnic origin, religion, beliefs, criminal record and health information.

## Access to personal information

An individual has the right to access personal information which Yarranlea holds and advise Yarranlea of any perceived inaccuracy. This right of access is subject to the limitations contained within the APPs. These limitations include, for example, restrictions where access may impact the privacy of others, may result in a breach of Yarranlea's duty of care to an individual or where an individual has provided information in confidence.

## Updating information

Changes to details can be made at any time by emailing [admin@yarranlea.qld.edu.au](mailto:admin@yarranlea.qld.edu.au). Periodic reminders will be sent to parents and staff members to ensure all personal information is up to date

## Enquiries and complaints

Concerns about the way Yarranlea manages personal information can be raised by contacting the Principal by email at [principal@yarranlea.qld.edu.au](mailto:principal@yarranlea.qld.edu.au).

If after raising a complaint with the Principal you are not satisfied with the response, a complaint can be lodged with the Office of the Australian Information Commissioner at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

### **Policy information**

The current policy is available on Yarranlea's website and is also available at the Yarranlea office. This policy will be reviewed annually and updated as required.

Date July 2017