



POLICY

This statement outlines the policy on how St Margaret's Berwick Grammar (**SMBG**, the **School, Us**) manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles (**APP**) contained in the Privacy Act 1988 (Cth) (**Privacy Act**) and the Health Privacy Principles (**HPP**) contained in the Health Records Act 2001 (Vic) (**Health Records Act**).

In this policy, "personal information" has the meaning set out in the Privacy Act. Essentially, personal information is information or an opinion about an individual who is reasonably identifiable.

This policy also applies to SMBG management of any "sensitive information" or "health information" (as those terms are defined in the Privacy Act and Health Records Act). For convenience, this policy uses the term "*personal information*" to collectively refer to "personal information", "health information" and "sensitive information" (as those terms are defined at law) except where otherwise noted.

The Privacy Act and Health Records Act allow individuals to access their personal information and have it corrected (if it is inaccurate, irrelevant, incomplete, misleading or not up to date), subject to certain exceptions. The School is committed to protecting privacy and confidentiality in accordance with this policy and the School's obligations under the Privacy Act, the Health Records Act and other applicable laws.

From time to time, the School may review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

PERSONAL INFORMATION

What Kind of personal information does SMBG collect

The type of information the School collects and holds includes but is not limited to personal information, including health, identity and other information, about:

- students and Parents and/or guardians (**Parents**) before, during and after the course of a student's enrolment at the School (including information relating to unsuccessful applicants for enrolment), such as name, residential address, email address, phone number and emergency contacts, and in relation to students, details of attendance, performance (academic or otherwise), behaviour, welfare and logs of technology use;
- job applicants, staff members, volunteers and contractors, such as name, residential address, email address, phone number, qualifications and licenses, teaching registration and Working With Children Check and logs of technology use; and
- other people who come into contact with the School (including alumni, donors and other individuals in our network), such as name, email address and contact number.

To assist the School in providing a safe and secure environment for students, staff and the broader School community, and to comply with our legal obligations and duty of care, SMBG may also collect:

- health information such as dietary requirements, allergies, vaccination details, health care plans and any other medical conditions;
- details of any relevant court orders; and
- photos, audio and video of individuals at School premises, functions and events



- CCTV footage may capture images of students, staff, visitors, contractors, and members of the public while on School grounds.

How we collect personal information

Personal Information collected directly: The School 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.

Personal Information collected indirectly: In some circumstances the School may be provided with personal information about an individual from a third party or via indirect means. For example, this may include the collection of:

- Health information in medical reports provided by a medical professional
- References from another school or a personal reference from another organisation
- Photographs, audio recordings and video footage taken at School, including School functions and events, including via security cameras (CCTV) at SMBG's premises.

Exception in Relation to Employee Records

The Privacy Act contains certain exemptions that apply to the School's handling of employee records (other than employee health records) for purposes that are directly related to a current or former employment relationship between the School and the employee.

The School may rely on these exemptions (and other applicable exemptions at law), and this Privacy Policy does not apply in circumstances where the School relies on such an exemption.

Collection of Personal Information through the Websites

Information is automatically collected through your use of the School's websites.

SMBG may use temporary or permanent cookies when you access the School's website. This allows SMBG to recognise your browser and track the web pages you have visited. Cookies are small text files that websites may place on your computer or device. Most often, cookies are used to recognise repeat users of websites and remember user preferences. Cookies are also used to allow the website to track usage behaviour and aggregate data to allow the School to customise a user's experience on our website.

The information may be used and disclosed by the School for purposes including statistical analysis, and to assist the School to improve the functionality and usability of marketing materials, including the website. You can switch off cookies by adjusting the settings on your web browser.

Services that SMBG's website may use from time to time include Google Analytics, a service which transmits website traffic data to Google servers in the United States. Google Analytics does not identify individual users or associate your IP address with any other data held by Google.

SMBG use reports provided by Google Analytics to help us understand website traffic and webpage usage. By using SMBG website, you consent to the processing of data about you by Google in the manner described in Google's most updated version of its Privacy Policy (located on the Google website) and for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or use the opt-out service provided by Google.

SMBG are constantly developing and enhancing our use of online technologies and make reasonable efforts to ensure we keep this Privacy Policy and related documents up to date in this regard.



Collection notices

As required by the Privacy Act and the Health Records Act, the School will take reasonable steps to provide you with collection notices, explaining what we are collecting and why, at or around the time that we collect personal information about you. These collection notices will explain matters such as how we will use the information and who we might share it with. Collection notices may provide more specific information than contained in this Policy. We encourage you to read all collection notices carefully.

How will SMBG use and disclose the personal information you provide

SMBG will use and disclose personal information it collects from you for the primary purpose of collection. The primary purpose of collection will depend on the circumstances in which the information was collected. This Policy sets out some of the primary purposes for which personal information is collected about students and Parents, job applicants and staff, contractors and volunteers (see below).

SMBG may also use and disclose personal information for such other secondary purposes that are:

1. related to the primary purpose of collection and reasonably expected, or to which you have consented; or
2. otherwise permitted, required or authorised by law. For example, this may include
 - mandatory disclosures that are required under child protection legislation; and
 - discretionary disclosures that are authorised by law in circumstances where the School reasonably believes that the disclosure is necessary to lessen or prevent a serious threat to the life, health or safety of any individual or to public health or safety

Students and Parents: In relation to personal information of students and parents, the School's primary purpose of collection is to enable the School to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the School.

The purposes for which the School collects, holds, uses and discloses personal information of students and Parents include:

- looking after students' educational, social and medical wellbeing; to keep Parents informed about matters related to their child's schooling, through correspondence, online communication platforms, newsletters;
- in respect of photos, videos and audio of students (and sometimes their Parents) taken at School functions and events, and student work, to include it in School publications, media and advertising (including online) in accordance with the School's Taking Images or Videos of Children Policy.
- day-to-day administration;
- fundraising and donor-engagement activities, including working with specialist service providers who analyse publicly available information to help identify individuals who may have capacity to provide additional fundraising support; and
- meeting the School's legal obligations and discharging its duty of care

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

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to



assess and (if successful) to engage the applicant, staff member or contractor, as the case may be

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

- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing the School;
- satisfying the School's legal requirements

Volunteers: the School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni activities, to enable the School and the volunteers to work together

Development, marketing and fundraising: The School treats marketing and seeking donations for its future growth and development as an important part of ensuring the School continues to be a quality learning environment in which both students and staff thrive.

Where you have consented or where it is otherwise permitted by law, personal information (other than sensitive information) that is held by the School may be shared with organisations that assist in the School's fundraising and community engagement activities. These third parties include alumni associations and service providers who assist with our fundraising and community engagement activities (for example, utilising service providers that screen contact details against publicly available information to help the School identify individuals who have capacity to provide additional fundraising support)

You can opt out of receiving further marketing materials (including in relation to our fundraising activities) from the School by:

- Contacting SMBG
- Advising SMBG if you receive a marketing call that you no longer wish to receive these calls; or
- Using the unsubscribe facility that we include in the relevant documentation.

Disclosure of personal information

The types of organisations and persons with whom SMBG share your personal information will depend on the nature of the School's relationship with you, and the particular facts and circumstances. The School may disclose personal information, including sensitive information, held about an individual for educational, care and administrative purposes and to seek support and advice.

This may include to:

- other schools and teachers at those schools including a new school to which the student transfers to facilitate the transfer of the student.
- government departments
- medical practitioners or other health related professionals
- people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
- 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).
- 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.
- recipients of School publications, such as newsletters and magazines.
- Parents
- law enforcement agencies
- debt collection agencies;
- school approved associations and friends of associations such as HPV, the Parents and Friends Association and the Alumni Association.
- anyone you authorise the School to disclose information to; and
- parties to whom we are permitted, required or authorised by law to disclose your personal information (for example, in order to comply with our compulsory obligations under child protection laws)

How we store personal information

SMBG stores personal information in hard copy and electronically. SMBG use information management and storage systems provided by third party service providers. Personal information is stored with and accessible by third party providers for the purpose of providing services to the School in connection with the systems.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information.

Sending information overseas

The School does not routinely disclose personal information to overseas recipients in the course of ordinary, day-to-day operations. The School may periodically disclose personal information about an individual to overseas recipients on a case by case basis - for example to facilitate a school exchange. In such circumstances, the School will not send personal information about an individual outside Australia without obtaining the consent of the individual (in some cases this consent will be implied), or otherwise complying with the APPs, HPPs or other applicable privacy legislation.

The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services and provide technical support. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

How does the school treat sensitive information

In referring to "sensitive information", the School means:

information relating to a person's racial or ethnic origins, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, criminal record or health information.

The term "sensitive information", as defined in the Privacy Act, also covers genetic information, biometric information used for biometric verification or identification, and biometric templates. However, the School does not generally collect or handle these types of sensitive information.

Sensitive information about you will be used and disclosed only for the primary purpose for which it was collected or a directly related secondary purpose that would be reasonably expected by you, unless you agree otherwise, or the use or disclosure of that sensitive information is otherwise permitted, required or authorised by law.



Management and Security of personal information

The School's staff are required to respect and take seriously the confidentiality of students' and Parents' personal information and the privacy of individuals.

The School has in place reasonable steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

The School also takes reasonable steps to destroy or de-identify personal information in accordance with the School's obligations under the Privacy Act, Health Records Act and any other applicable laws.

Access and Correction of Personal Information

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to date and provides specific portals to both Parents and staff through which updates to personal information can be made.

Under the Privacy Act and Health Records Act, an individual has the right to:

- Request access to any personal information or health information which the School holds about them; and request correction of that information if the individual considers that the information is inaccurate, irrelevant, incomplete, misleading or not up to date
- There are some exceptions to these rights, which are set out in the Privacy Act and Health Records Act. If the School refuses your request for access or correction based on one or more of these exceptions, the School will provide you with a notice explaining the reason
- The School will handle any requests for access or correction that we receive in accordance with its obligations under the Privacy Act, Health Records Act and applicable laws
- For administrative purposes, students will generally have access to their personal information through their Parents. If you are a student and you wish to request access or correction of your personal information directly, please speak with your teacher

Consent and Rights of Access to the Personal Information of Students

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

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

Parents may seek access to personal information held by the School about them or their child by contacting the School Principal by email (email: principal@smbg.vic.edu.au). However, 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, or where the release may result in a breach of the School's duty of care to the student.

The School may, on a case by case basis on the request of a student 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 normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.



Notifiable data breach

Under the Privacy Act the Notifiable Data Breach (**NDB**) Scheme makes it compulsory for the School to notify specific "eligible data breaches" to individuals affected by the breach, and to the Office of the Australian Information Commissioner (**OAIC**).

In simple terms, a data breach occurs where personal information, tax file number information or certain types of consumer credit information held by the School is lost or subjected to unauthorised access, modification, disclosure or other misuse or interference.

To become a reportable "eligible data breach" a data breach must be likely to result in serious harm to any of the individuals to whom the information relates.

Data Retention and Destruction

SMBG retains personal information only for as long as it is needed to fulfil the purposes for which it was collected, or as required by law, regulation, or contractual obligations. When personal information is no longer required, SMBG takes reasonable steps to securely destroy or permanently de-identify it in accordance with relevant legislation and record-keeping standards

Any documents associated with allegations of child abuse are required for current or future legal proceedings, will be retained permanently and will **not** be disposed or destroyed.

CCTV

Closed-Circuit Television (CCTV) is one security measure that SMBG uses to support a safe and secure school environment.

The installation and use of CCTV systems within Schools grounds supports and enhances the School's ability to improve safety and security for students, staff and visitors.

CCTV is used to monitor and record activity for the purpose of:

- Protecting students, staff, and visitors from harm.
- Deterring and investigating vandalism, theft, and other criminal behaviour.
- Supporting staff supervision of students and school property
- Support the School's duty of care and supervision obligations.
- Provide evidence to support internal investigations or law enforcement when required

CCTV is not intended to replace normal staff supervision or playground duty.

Cameras are positioned to monitor public areas such as entrances, corridors, playgrounds, car parks, and perimeters.

Cameras will not be installed in private areas such as toilets, changing rooms, or staff offices.

CCTV operation and access:

Only authorised personnel may access the live feeds or recorded footage. Monitoring is conducted in a manner that respects the dignity and privacy of individuals

CCTV use and disclosure

CCTV footage may be used for:

- Investigating incidents or complaints
- Supporting disciplinary or legal proceedings.
- Providing evidence to police or other lawful authorities.

Footage will not be disclosed to any other party except as required or permitted by law.



Enquiries and Complaints

If you would like further information about the way, SMBG manages the personal information it holds or wish to make a complaint that you believe that SMBG has breached the APPs or the HPPs please contact the School Principal (email: principal@smbg.vic.edu.au)

SMBG takes all complaints seriously and will respond to your complaint in accordance with any applicable timeframes imposed by law and otherwise within a reasonable period. We request that you cooperate with us during this process and provide us with any relevant information that we may need.

If you are dissatisfied with the School's response, you may contact the Office of the Australian Information Commissioner:

Office of the Australian Information Commissioner
GPO Box 5288, Sydney NSW 2001
Telephone: 1300 363 992
Email: enquiries@oaic.gov.au

Where the complaint relates to health information, you may also contact the Health Complaints Commissioner:

Health Complaints Commissioner
Level 13, 2 Lonsdale Street, Melbourne Victoria 3000
Telephone: 1300 582 113
Online: <https://hcc.vic.gov.au/make-complaint>

Related Polices and Resources

Information Sharing and MARAM Guidance¹
Privacy Act 1988 (Cth)
Privacy Principles
Health Records Act 2001 (Vic)
Health Privacy Principles
CCTV Privacy Notice
CCTV Notification
Spam Act 2003 (Cth)
Raising Concerns & Complaints Policy

Review

This policy is approved by the Senior Executive and is reviewed every two years, and/or earlier where required.

Effective Date	February 2026
Review Date	February 2028
Published	Website, Nexus

¹ Please note that collected information will be shared if the School believes it may be in line with the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family violence Multi-Agency Risk Assessment and Management (MARAM) Framework requirements.