

PRIVACY POLICY

This Policy sets out how the Australian Performing Arts Grammar School uses and manages Personal Information provided to or collected by it.

This Policy applies to all Staff, Student(s), Parent(s) and/or Volunteer(s) who use and/or access any part of the School's information and/or records in either digital or hard copy format.

The School's use and management of Personal Information practices comply with State and Federal legislation including, but not limited to, the Privacy Act 1988 (Cth) (and Australian Privacy Principles), Privacy Amendment (Notifiable Data Breaches) Act 2017, Privacy Amendment (Enhancing Privacy Protection) Act 2012 and, Health Records Information Privacy Act 2002 (and Health Privacy Principles). Where applicable, the School will also comply with the European General Data Protection Regulation (GDPR).

Kinds of Personal Information Collected

1. **Personal information** means any information or opinion, whether true or not, and whether recorded in material form or not, about an identified individual or an individual who is reasonably identifiable. Personal information does not include information that is properly de-identified. Personal information includes health information and sensitive information.
2. **Sensitive information** is a subset of personal information. Sensitive information includes information or an opinion about an individual's race, gender diversity, sexual orientation or practices, disability, ethnic origin, political opinions, religious or philosophical beliefs and affiliations, and criminal record, in circumstances where that information is also personal information. Sensitive information includes health information about an individual, genetic information and biometric information or templates. Sensitive information is generally given a higher level of privacy protection than other types of personal information.
3. **Health information** means any personal information that is also information or an opinion about, or in relation to, an individual's health (including an illness or injury) or disability, or health services provided to an individual, and includes an individual's expressed wishes regarding the future provision of health services. Health information includes information about an individual's genetic information that is, or could be, predictive of the future health of the individual or their genetic relative, and also includes health identifiers.
4. The type of personal information we collect about you will depend on the dealings you have with us.

Students

5. Before, during and after the course of a student's enrolment at the School, the School may collect the following personal information about a student from the student or their parent and/or guardian (**Parents**), or from another individual who the Parent has authorised to provide information to us:
 - name, contact details (including next of kin), date of birth, gender, language background, previous education and religion
 - language spoken at home, nationality and country of birth
 - health information (e.g. details of disabilities and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors)
 - data needed to identify a student
 - student reports, certificates, results of assignments, tests and examinations
 - conduct and complaints records, or other behaviour notes, and School reports
 - information about referrals to government welfare agencies
 - counselling reports
 - health fund details, government identifiers (such as health identifiers) and Medicare number
 - any court orders

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- volunteering information
- photos and videos at or in connection with School events.



Parents

6. We may also collect the following information about Parents, from Parents:

- contact details
- education history
- occupation

Employment Applicants, Staff and Volunteers

7. We may also collect the following information from individuals who apply for paid or volunteer positions with or in connection with the School, and contractors, including:

- name, contact details (including next of kin), date of birth, and religion
- information provided in the individual's job application and any interview or related conversation
- professional development history
- salary and payment information, including superannuation details and tax file number
- health information (e.g. details of disability and /or allergies, and medical certificates)
- complaint records and investigation reports
- criminal history, Working with Children Checks
- leave details
- photos and videos at School events
- workplace surveillance information
- work emails and private emails (when using a work email address), and internet browsing history

8. We collect personal information of other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the School.

How We Collect Personal Information

Personal Information You Provide

9. The School will generally collect personal information held about an individual directly from the individual (or their Parent in the case of students). This includes, by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails, in-person or online interactions and telephone calls.

Personal Information Provided by Other People

10. In some circumstances, the School may collect personal information about an individual from a third party, for example, a report provided by a medical professional, a reference from another school or a referee for a job applicant. If a student transfers to the School from a previous school, the School may collect personal information about the student from the student's previous school to facilitate the transfer of the student.

Personal Information from Other Sources

11. We may also collect personal information through surveillance activities (such as CCTV security cameras), monitoring of student emails and staff emails (using work email addresses), and internet browsing history on devices supplied by the School and/or using the School's WiFi network.



12. When you visit our website, we may also use 'cookies' or other similar tracking technologies. A cookie is a small file placed in your web browser that collects information about your web browsing behaviour. The use of cookies allows a website to tailor its configuration to your needs and preferences. Cookies do not access information stored on your computer or any personal information (e.g. name, address, email address or telephone number). Most web browsers automatically accept cookies, but you can choose to reject cookies by changing your browser settings. This may, however, prevent you from taking full advantage of our website.
13. We may also use software such as JavaScript on our website. JavaScript may collect information about the pages you view on our website, how you navigated to the page and how long you remain on the page. While you may disable the software through your internet browser, it can change the formatting and layout of the website, making it difficult to read.
14. Whilst we do not use this type of browsing information to identify you personally, we may record certain information about your use of our website, such as which pages the pages you visit, the time and date of your visit, search engine referrals and the internet protocol address assigned to your computer.
15. Our web pages may contain electronic images, known as web beacons. These electronic images enable us to count users who have visited certain pages on our website. Web beacons are not used by us to access your personal information; they are simply a tool we use to analyse which web pages are viewed, in an aggregate number.

Purposes for Which We Collect, Use and Disclose Personal Information you provide

16. The School will use Personal Information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose, which are reasonably expected and consented to, by the individual providing the Personal Information.

Students and Parents

17. The School's primary purpose of collection is to enable the School to provide schooling to each student, exercise its duty of care, and perform necessary associated administrative activities, which will enable the Student to take part in all the activities of the School, for the entirety of their enrolment. This includes satisfying the needs of Students, Parents and the School.
18. The purposes for which the School uses personal information of students and Parents includes:
 - providing education and education-related activities
 - to meet government funding reporting requirements
 - satisfying the needs of Parents, the needs of students and the needs of the School throughout the whole period a student is enrolled at the School
 - making mandatory reports to government authorities
 - recording student attendance and participation in activities
 - keeping Parents and the School community informed about matters related to the relevant student's education and performance, through correspondence and parent portal
 - day-to-day administration of the School
 - looking after students' educational, physical, social, health and wellbeing
 - satisfying the School's legal obligations and allowing the School to discharge its duty of care
 - providing first aid to students and related care
 - updating and maintaining our class or year group list, activity list or School directory
 - maintaining the safety of the School campus and online environment
 - ensuring compliance with School policies and procedures
 - investigating incidents or complaints.

Job Applicants and Contractors

19. In relation to any Personal Information provided in Employment Application Forms and Contractor documentation, the School's primary purpose of collection is to assess and, if successful, engage the Applicant or contractor, as the case may be.
20. The purposes for which the School uses personal information of job applicants and contractors include:
 - administering the individual's employment or contract, as the case may be
 - for insurance purposes; and
 - to satisfy the School's legal obligations, for example, in relation to child protection legislation.

Volunteers

21. The School also obtains Personal Information about Volunteers who assist the School in its functions or conduct associated activities, such as School Board members and/or Parent Liaison Committee members, to enable the School and the Volunteers to work together.

Marketing And Fundraising

22. The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both Students and Staff thrive. Information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Parent Liaison Committee or, on occasions, external fundraising organisations.

Parents, Staff and other members of the wider School community may receive fundraising information. School publications, like the Year Book, which include Personal Information, may be used for marketing purposes.

To Whom We Disclose Personal Information

23. The School may disclose personal information for educational, care and administrative purposes, and to seek support, services and advice. This may include disclosure to:
 - other schools and teachers at those schools, to facilitate the transfer of a student or their participation in an exchange program
 - government departments (including for funding and policy purposes)
 - medical practitioners
 - people providing educational, support, health services and related services to the School, including specialist visiting teachers, volunteers and coaches
 - providers of specialist advisory services and assistance to the School, including in the area of Human Resources, child protection, students with additional
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and National Assessment Program – Literacy and Numeracy (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
 - the provider of our information management and storage system and other information technology services
 - recipients of School publications, such as the Year Book
 - anyone to whom you authorise the School to disclose information, and

- anyone to whom we are required to disclose the information by law, including child protection laws.



How does the School treat sensitive information

24. Sensitive Information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless an individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.
25. We retain your personal information for as long as needed to provide services to you and as otherwise necessary to comply with our legal obligations, resolve disputes and enforce our agreements.

Management and Security of Personal Information

26. The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.
27. The School has in place steps to protect the personal information the School receives from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records.

Access and correction of Personal Information

28. We endeavour to ensure the personal information we collect from or about you is up-to-date, accurate and complete.
29. Under the Commonwealth Privacy Act (and the Health Records Act), an individual has the right to seek access to, and/or correction of, any personal information which the School holds about them. Students will generally be able to access and update their personal information through their Parents, but students over the age of 15 with the capacity and maturity to understand and make privacy decisions may seek access and correction themselves.
30. There are some exceptions to these rights set out in the applicable legislation.
31. To make a request to access or update any personal information the School holds about you or your child, you may contact the Administration Office or email admin@apgs.nsw.edu.au.

Consent and rights of access to the Personal Information of Students

32. The School 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 Parent(s). The School will treat consent given by Parent(s) as consent given on behalf of the Student, and notice to Parents will act as notice given to the Student.
33. Parents may seek access to Personal Information held by the School about them or their child. There may be occasion(s) when access is denied. Such occasion(s) 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.
34. The School may (at its discretion), 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 Parent(s). This would normally be done only when the maturity of the Student and/or the Student's personal circumstances warrant it.



Enquiries And Complaints

35. If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the **Australian Privacy Principles**, please contact the Privacy Officer at:
36. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.
37. If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.

References

- AIS Privacy Compliance Manual 2025
- NSW Information and Privacy Commission
- Office of the Australian Information Commissioner