

POLICY

PRIVACY



PERSONAL INFORMATION PROVIDED BY OTHER PEOPLE

In some circumstances, the school may receive personal information from other people. This information is used to support the school's operations and to ensure the safety and well-being of all students.

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The School is likely to only disclose personal information to overseas recipients if it is directly relevant to an overseas trip being undertaken by students and then only with the consent of the individual concerned (which consent may be implied). It is not practicable to specify in this policy the countries in which the recipients of such information are likely to be located. Personal information about students will usually be collected from their parents/guardians although there may be times when the School will also collect such information directly from the students themselves. The School will usually disclose personal information about its students to their parents/guardians. However, there may be occasions when it is appropriate that access to and disclosure of such information to parents/guardians, and even to the students themselves, should be lawfully denied.

HOW WILL THE SCHOOL TREAT SENSITIVE INFORMATION?

union or other professional or trade association membership, sexual preferences, criminal record, and health information. Unless authorised, or it is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided, or for a directly related secondary purpose.

MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The School has steps in place to protect the personal information it holds, including locked storage of paper records and passworded access rights to computerised records.

FAILURE TO PROVIDE INFORMATION

If the information the School requests is not provided the main consequences may be that the School cannot enroll or continue to enroll a student, or employ or continue to employ a staff member, volunteer or contractor, or allow a student to participate in a school activity or to provide or allow services to be provided to the student.

ACCESS TO PERSONAL INFORMATION

A person may request access to personal information that the School holds about him or her and the School will respond within a reasonable time.

The School will take reasonable steps to ensure that all personal information held by it is up to date, complete, relevant, not misleading and accurate. A person may ask for their personal information to be corrected if it is inaccurate.

The personal information of an unsuccessful job applicant, volunteer or contractor will be destroyed unless the School is given consent to the information being held for future positions that might arise.

In some circumstances it may be lawful for the School to refuse a person to have access to the personal information the School holds about them.

Further, the Australian Privacy Principles do not apply to an employee record. Therefore, this Privacy Policy does not in relation to employee records if such practices relate to a current or former employment relationship and an employee record held by the School concerning that relationship.

Requests to access or correct information the School holds about an individual or a child should be sent to the Principal, Scotch College, 1 Morrison Street, Hawthorn 3122 or email: administration@scotch.vic.edu.au

COMPLAINTS

A person may make a complaint to the School if he or she considers that the School has interfered with his or her privacy because of an alleged breach of the Australian Privacy Principles.

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The procedure to make a complaint is:

the complaint is to be in writing and must be forwarded to the Principal, Scotch College, 1 Morrison Street, Hawthorn or email administration@scotch.vic.edu.au

the complaint must specify the details of the alleged breach

the Principal, or other person to whom the task is delegated, will consider the complaint and make a determination within 45 days and will inform the complainant of the outcome in writing

if the Principal determines that there ha