



Federal Privacy Laws, which became effective from 21 December 2001, regulate the way schools can collect,



The kinds of personal information that the School collects and holds includes:

- student information such as date of birth, identity documents, photographs, health information, academic results and performance
- contact details and addresses
- employment history, qualifications, police records, references.

In some circumstances the School may be provided with personal information about an individual from a third party; e.g., a report provided by a medical professional or a reference from another school.

The School's main purpose in collecting personal information is to enable it to provide schooling for each student. The School may use the personal information of students and parents in the following ways:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and reports;
- for day-to-day administration;
- to ensure students' educational, social and medical well-being;
- to seek donations and marketing for the School; and
- to satisfy the School's legal obligations and allow it to discharge its legal obligations and



The School may be required or authorised under the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme to disclose or share personal information with other information sharing entities. Personal information may be disclosed or shared under the Child Information Sharing Scheme for the purpose, among others, of promoting the wellbeing or safety of children. Personal information may be disclosed or shared under the Family Violence Information Sharing Scheme for the purpose, among others, of managing a risk of a person committing family violence or a person being subjected to family violence.

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.

Sensitive information means information relating to a person's racial or ethnic origin, political opinions, religion, trade 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.

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.

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.

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 apply to the School's practices 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: privacy@scotch.vic.edu.au