

The Riverina Anglican College	Policy No. 32	
<b>PRIVACY POLICY</b>	Privacy Statement Jan 2009 Revised as Policy March 2014	Page 1 of 2

### 1. Privacy Policy

Commonwealth Privacy Legislation regulates the way schools can collect, use, keep and disclose personal information. The Riverina Anglican College is obliged to handle personal information in accordance with Australian Privacy Principles (APP) outlined in the legislation including the amendments made 12 March 2014 to the Privacy Act 1988.

### 2. Personal Information

The Riverina Anglican College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for students. Additional details are collected through contact and interaction with members of the wider School community. The School will advise its constituents (or it will be obvious from the information sought) why information is collected, when it is collected and how the information will be used.

The School collects personal information arising from emails or from visitors to the School's website. It may acquire information from agents or service providers or from other public sources, published information or publicly available documentation. In some circumstances the School may be provided with personal information about an individual from a third party, for example, a report provided by a medical practitioner, an educational professional or a student's record from another school. If you provide personal information about another person, legislation requires you to inform that person you have done so and provide them with a copy of this policy.

Parents should advise nominated emergency contacts given to the School that their name and phone number has been provided and will be used to contact them should an emergency arise and the parents not be available.

Individuals may choose to deal with the school by using a pseudonym, especially in a situation of complaint.

### 3. Use of Information

The School collects personal information that is reasonably necessary for one or more of its functions or activities. This includes name, address, telephone numbers, email addresses and, in some instances, other sensitive information to:

- Keep parents informed in relation to their child's schooling.

- Sustain day to day administrative and operating procedures.
- Maintain students' educational, social and medical well being.
- Communicate between the School and its community.
- Satisfy the School's legal obligations and discharge its duty of care to all students.
- Provide information and services of interest to members of the school community.

The school may disclose personal or sensitive information held about an individual to:

- Another school, as required under State legislation.
- Government departments.
- Medical practitioners.
- People providing services to the school such as specialist visiting teachers, sports coaches, counsellors etc.
- Another person/s you authorize the School to disclose information.

#### **4. Sensitive Information**

Sensitive information incorporates details such as a person's racial or ethnic origin, legal status regarding custody, HIV status or the like, religion, professional or business association, criminal record or health information.

As a general principle the School will only collect sensitive information where it is pertinent to provide adequate educational services or to sustain the School's duty of care to its students, for example, collecting health information. Sensitive information will be disclosed only for the purpose for which it was provided or for a related secondary purpose or as allowed by law unless you have agreed otherwise.

No personal information is provided to overseas entities. At times unsolicited personal information may be provided to the School from an external source. If the School is not permitted to collect it, the School will destroy or de-identify the information.

#### **5. Security**

The School strives to ensure the security, integrity and privacy of personally identifiable information and to secure personal information from misuse, loss, unauthorized use or disclosure. Electronic security is maintained using a variety of security measures including firewalls, coded and restricted access to data and data bases, password access, secure servers, encryption of credit card transactions, etc. These measures are complemented by a range of security controls and selected access to offices, records and file storage areas containing personal information. The ambition is to protect personal information interference, misuse, loss and unauthorized access, modification or disclosure.

School community members should be conscious that no Internet data transmission can be guaranteed to be secure. Any information posted on bulletin boards and/or communicated in "chat rooms" or via live dialogue could be accessible externally. While the School strives to protect and respect persons' privacy and the confidentiality of information it cannot guarantee the security of such publicly

presented information.

## **6. Use of Aggregated Data**

The School collects information from online inquirers or visitors to the School website.

The School may use identifiable information to improve the School's educational services or to advise of new services or updated information which may interest site visitors. This contact could include "chat rooms" or direct on-line dialogue although the website user retains the right to terminate such interaction with no further disclosure of details nor giving a reason for such termination.

The School may collect certain non-personal information, for example, the identity of internet browsers, the types of operating systems used, IP addresses and the domain names of internet service providers. The School may use such non-personal information for internal site development purposes, including but not limited to, improving the content of the school website or to more widely communicate its educational services.

Certain electronic aids, such as web beacons, clear gif technology, single pixel gifs, etc may be used to compile aggregated statistics about website usage. Aggregated website statistics may be used in conjunction with partner companies but the School will not allow other organisations to place such monitoring devices on the School website.

The School may use personally identifiable information in aggregated form to improve the School's educational services and website details or to maintain communication to its community. The School may use such statistical information for marketing, promotion, advertising or research purposes.

While the School may be sent information from third party suppliers, at no time will it disclose personal information, email addresses etc, to those third parties. If a parent does not wish to receive such information, they should inform the School.

## **7. Online links to third party or co-branded websites**

In the course of extending its community and network affiliations the School may establish relationships with business partners to enable visitors to the School's website to link with these partner sites. Such interconnectedness enables School website users to directly and conveniently link to organisations which have an authorized affiliation with the School. These sites may collect personal information from visitors that may not necessarily be shared with the School. The School has no agreements with outside organisations to collect personal information via the School website.

The School is not responsible for the content or practices of such third party websites although they may be "cobranded" with the School name, crest or appropriate identification. Convenient hyperlinks to third party websites do not constitute sponsorship, endorsement or approval of the content, policies or practices of such sites by The Riverina Anglican College. Once visitors have left the School website to a linked site the School's Privacy Policy no longer applies. It is up to users

to check the applicable privacy policies of other websites.

Please note that link on the Fee Payment page on the School's website takes users to the website of the School's Bank.

### **8. What else you should know about privacy on the Internet.**

It is recommended that, if using a computer in a public space or a shared computer, browsers always be closed when a session online is finished to ensure that others cannot access personal information or correspondence. This is every user's responsibility.

Personal information voluntarily disclosed over the internet may be collected and used by others. Information posted in publicly accessible online forums may result in unsolicited messages being received from other parties. Individuals are solely responsible for maintaining the secrecy of account information, usernames and passwords. School hosted chat lines or online forums will be operated along secure lines and in accord with the terms and conditions specified by the School. In certain circumstances such on-line interchange may be unsupervised.

### **9. Website and Email information processes**

The School web server automatically recognizes the domain name and records user-specific information such as time spent on the website, entry pages and page "hits" to the website. Other information that may be volunteered from time to time such as survey information, user details and /or site registrations recorded through on-line booking procedures may also be recorded.

This statistical data is used to improve the website, to customize its content and/or the site layout, to measure the appropriateness of School communications and to update and improve user information onto the website.

Persons who supply information on-line may receive electronic contact from the School with information regarding new educational services, upcoming events or to facilitate interchange regarding the School's educational offerings. To cease receiving such contact, write, phone or send an email to the school office requesting this.

From time to time, the School may use customer information for new, unanticipated uses not previously disclosed in our privacy notice. Changed information practices will be posted to the website and appropriate procedures will be published to enable people to opt out if they so choose. Those concerned about how their information is used should check the website periodically.

### **10. Cookies**

Cookies are data that a website identifies for record-keeping purposes and statistical tracking. The School uses cookies to record user-specific information on the web page user's access, visiting patterns, site access times, etc and to assemble website activity data to provide better service, to customize web page content based on visitors' browser type or to assemble other information provided by the visitor. Cookies can facilitate a user's ongoing access to, and use of, the School website. Cookies allow the School to track usage patterns and to compile data to improve the website's content and its serviceability to the School community. Cookies may be

necessary to provide website users with features such as merchandise transactions, tuition fee payments or on-line booking services. Such services may no longer be supplied if a user disconnects cookies through their browser.

### **11. Your rights to access personal information held by the School**

Under the Commonwealth Privacy Act an individual has the right to obtain access to any personal information which the school holds about them and to advise the School of any perceived inaccuracy for correction.

To make a request to access any information held by the School write to:

The Principal  
The Riverina Anglican College  
Farrer Road  
Wagga Wagga NSW 2650

Or email:

[office@trac.nsw.edu.au](mailto:office@trac.nsw.edu.au)

The Principal will respond to any such request in writing within a reasonable time.