



Privacy Policy

PURPOSE

This document outlines Ballarat Grammar's approach to its uses and management of personal information collected during the operation of the School. The School is bound by the Australian Privacy Principles contained in the *Privacy Act* 1988 (Cth) and will annually review this Privacy Policy to take account new laws and the changing school environment.

DEFINITIONS

| Term | Definition |
|------------------------------|--|
| 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 or criminal record, that is also personal information; and health information about an individual. |
| Personal Information | means information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not and whether the information or opinion is recorded in a material form or not |
| Health Information | means information relating to medical records, disabilities, immunisation details, individual health care plans, counselling reports, nutrition and dietary requirements. |
| Serious Harm | could include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation and other forms of serious harm that a reasonable person in the School's position would identify as a possible outcome of the data breach. The School acknowledges that though individuals may be distressed or otherwise upset at an unauthorised access to or unauthorised disclosure or loss of their personal information, this would not in itself be sufficient to require notification unless a reasonable person in the School's position would consider that the likely consequences for those individuals would constitute serious harm |

POLICY STATEMENT

Type of Information

- Ballarat Grammar collects and holds personal, sensitive and health information regarding:
 - Students and parents and/or guardians ('parents') before, during and after the course of a student's enrolment at the School;
 - Job applicants, staff members, volunteers and contractors; and
 - Other people who come into contact with the School.
- This information is collected by the following means:
 - Parents, students or members of the School community completing forms, attending face to face meetings, interviews and telephone calls.
 - 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 professional or a reference from another school.
- 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.

Please note: Under the Privacy Act 1988(Cth) the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and an employee.

Use of Information

- The School will use personal, sensitive and health information collected for the purpose intended, and for other related secondary purposes which might reasonably be expected, or to which consent has been obtained.
- The purpose in which the School may collect personal, sensitive and/or health information include but are not limited to:
 - Enabling the School to provide ongoing education and pastoral care for students
 - Fulfilling our legal obligations regarding our duty of care and child protection obligations;
 - Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
 - Marketing, promotional and fundraising activities;





- Supporting the activities of School associations such as Old Grammarians;
- Supporting community-based causes and activities in connection with the School's functions or activities;
- Assisting the School in undertaking its daily operations and administration;
- School administration including insurance purposes; and
- Looking after students' educational, social and medical well-being.
- The School may collect personal information regarding job applicants, staff members and contractors for the primary purpose of assessing and (if successful) to engage the applicant, staff member or contractor. This personal information may be used for the following
- purposes:
 - In administering the individual's employment or contract;
 - For insurance purposes;
 - Seeking funds and marketing for the School;
 - To satisfy the School's legal obligations, for example, in relation to child protection legislation.
- The School may also collect personal information regarding direct or indirect volunteers who assist the School in its functions or conduct associated activities, to enable the School and the volunteers to work together and maintain its commitment to a child safe environment.

Disclosure of Personal Information

- The School may disclose personal information, including sensitive information, held about an individual to:
 - Another school;
 - Government departments;
 - Medical practitioners;
 - People providing services to the School, including specialist visiting teachers and sports coaches;
 - Recipients of School publications, like newsletters and magazines;
 - The legal guardians of the individual; and
 - Anyone to whom the School is authorised to disclose information.
- The Child Information Sharing Scheme (CISS) allows authorised organisations, including the School to share information to support child wellbeing or safety. This Scheme is designed to help professionals work together better by making sure the right people have the right information at the right time to support children.
- Through the CISS, Ballarat Grammar is able to share information with other approved organisations (called Information Sharing Entities) if:
 - The purpose is to promote or protect the safety or wellbeing of a child (under 18); and
 - The information is relevant and necessary to that purpose
- Consent is not required to share information if these conditions are met.
 - *For further information regarding the Child Information Sharing Scheme, see Appendix E of this document*

Privacy in Education Settings

- Early childhood services are obligated by law, service agreements, and licensing requirements to comply with the privacy and health records legislation when collecting personal and health information about individuals.

Sensitive Information

- Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless consent is otherwise obtained, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

- The School's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.
- The School has in place steps to protect the personal information the School holds from misuse, loss, unauthorised access, modification or disclosure, by various methods including locked storage of paper records, campus security and password access to computerised records.
- If you would like further information about the way the School manages the personal information it holds, please contact the Headmaster's Executive Assistant.





Requesting Personal Information

- Under the Privacy Act 1988(Cth), an individual has the right to obtain access to personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right set out in the Act.
- Students will generally have access to their personal information through their parents, but older students may seek access themselves.
- To make a request to access any information the School holds, please contact the Headmaster's Executive Assistant in writing.
- The School may require identity verification and specific details of the information sought. The School may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

Right of Access

- Generally, the School will refer matters relating 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 Headmaster's Executive Assistant. However, there will 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, 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 parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted. For further information regarding this see the [*Privacy Consent and Young People*](#) document.

Privacy Breaches

- It is compulsory for schools to notify specific types of data breaches (Notifiable Data Breaches or NDBs), to individuals affected by the breach, and to the Office of the Australian Information Commissioner (OAIC).
- A data breach occurs where "personal information held by an agency or organisation is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference."
- Not all data breaches will be NDBs. A NDB is defined as a data breach that is likely to result in serious harm to any of the individuals to whom the information relates. Serious harm could include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.
- Not all instances of unauthorised access or use of personal information will come under the mandatory reporting regime. The Privacy Act refers to an "eligible data breach", while the OAIC uses the term NDB on its website.
- Under the Act a data breach must be notified where:
 - There is unauthorised access to, or unauthorised disclosure of, personal information; and
 - A reasonable person would conclude that the access or disclosure would be likely to result in serious harm to any of the individuals to whom the personal information relates.
- Or
- Personal information is lost in circumstances where:
 - Unauthorised access to, or unauthorised disclosure of, the information is likely to occur; and
 - Assuming that unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that the access or disclosure would be likely to result in serious harm to any of the individuals to whom the information relates.
- Where a data breach is suspected or believed to have occurred, the School has a process detailed in the [*Standard Operating Procedures – Notifiable Data Breaches*](#) document.

Examples of a data breach which may meet the definition of an eligible data breach include when: a device containing a member of the school community's personal information is lost or stolen e.g. a laptop; a database containing personal information is hacked; or personal information is mistakenly provided to the wrong person.





Complaints handling and Australian Privacy Principles (APP) breaches

- The APPs require the School to take such steps as are reasonable in the circumstances to implement practices, procedures and systems relating to the School's functions or activities that will enable it to deal with enquiries or complaints about its compliance with the APPs.
- Any complaints received will be dealt with in accordance with the School's *Complaints Handling Policy*.
- If the complainant does not believe the complaint was adequately dealt with by the School, that person may make a further complaint to the Privacy Commissioner and seek advice regarding any such complaint from the Privacy Hotline on 1300 363 992. Once referred to the Privacy Commissioner the complaint will be dealt with by way of conciliation or by means as deemed appropriate by the Privacy Commissioner.

Legal Proceedings

- Ballarat Grammar recognises that it is an offence to destroy or interfere with any document that is reasonably likely to be required in evidence in a legal proceeding.
- As 'reasonably likely' is not a defined expression, the School acknowledges that each category needs to be individually assessed.

General

- The School endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update their personal information held by the School by contacting the Headmaster's Executive Assistant at any time.
- The Australian Privacy Principles require the School not to store personal information longer than necessary.
- Any complaints in relation to the School's privacy management will be handled as per the School's Complaints and Compliments Handling Policy.



Appendix A - Consent and Young People

Plain English Version of guidance from the Association of Independent Schools

The Privacy Act does not distinguish between adults and children as such, young people have rights in respect of their privacy. However, the Australian Privacy Principles (APPs) do not distinguish between children of different ages, so it is difficult to determine when it is appropriate to seek consent from students.

The below is a plain English version of guidance from the Association of Independent Schools regarding consent and young people.

Key Points

- The Privacy Act applies to all individuals, including children.
- As the Privacy Act doesn't specify an age when students can make their own privacy decisions, schools must decide case-by-case if a student under 18 can consent to sharing their personal information.

Default Rule

- As a general rule, students aged 15 or over are presumed to be capable of giving consent unless proven otherwise.
- Students under 15 are presumed not capable, and parental consent is required.

In Practice

- Schools generally act based on the contract with parents.
- If a student (especially 15+) provides personal information (e.g., in an interview), the school may not need parental consent.
- Routine school activities (e.g., team sign-ups, classroom discussions) do not require explicit consent.
- Students cannot block schools from sharing reports with parents, as this aligns with the original purpose of collecting the information however schools can exercise discretion to restrict disclosure of personal information.

Confidentiality Issues

- Staff, including counsellors, should consider age, maturity, and legal responsibilities when handling confidential student disclosures.





Appendix B – Privacy Principles in Action

Ballarat Grammar has legal obligations regarding the following Privacy Principles:

| Privacy Principles | Ballarat Grammar Context |
|---|---|
| Australian Privacy Principles (APPs) | The Australian Privacy Principles are legal obligations that apply to Ballarat Grammar, governing how we collect, use, and protect personal information. They are legal obligations under federal Privacy laws. |
| Victorian Information Privacy Principles (IPPs) | The IPPs apply when we work with state government agencies – for example, within the funded kindergarten program |
| Health Privacy Principles (HPPs) | The HPPs apply to any health-related data, such as medical forms or student wellbeing records that Ballarat Grammar and the CEEed hold |

The table below is a reference tool that identifies how all three sets of Principles can work together and how it may look in practice:

| Australian Privacy Principles | Information Privacy Principles | Health Privacy Principles | Principles in action |
|---|--|---|---|
| <ul style="list-style-type: none"> APP 1 – Open and transparent management of personal information | <ul style="list-style-type: none"> IPP 5- Openness | <ul style="list-style-type: none"> Principle 5 - Openness | Ballarat Grammar has a <i>Privacy Policy</i> that clearly sets out how we collect, use, disclose and store personal and health information. Stakeholders have access to this policy at any time, upon request. |
| <ul style="list-style-type: none"> APP 2 – Anonymity and pseudonymity | <ul style="list-style-type: none"> IPP 8 - Anonymity | <ul style="list-style-type: none"> Principle 8 - Anonymity | Wherever it is lawful and practicable, individuals and families will have the option of not identifying themselves when entering into transactions with Ballarat Grammar. This may include surveys, suggestion boxes, QIP feedback. |
| <ul style="list-style-type: none"> APP 3 - Collection of solicited personal information APP 4 – Dealing with unsolicited personal information | <ul style="list-style-type: none"> IPP 1 - Collection IPP 10 - Sensitive information | <ul style="list-style-type: none"> Principle 1- Collection | <p>Ballarat Grammar will only collect the personal, sensitive and health information needed, and for which there is a purpose that is legitimate and related to the School's functions, activities and/or obligations.</p> <p>Personal, sensitive and health information about students and parents/guardians either in relation to themselves or a student enrolled at the service, will generally be collected via forms filled out by parents/guardians. This can include but not limited to Enrolment Records, Enrolment Application Forms, Medical Management Plans, Risk Minimisation Plans, Communication Plans, Attendance Records, Staff Records, Direct Debit Application Forms, Visitors Logbook.</p> <p>Other information may be collected from job applications, face-to-face interviews and telephone calls. Individuals from whom personal information is collected will be provided with a copy of the School's <i>Privacy Statement</i>.</p> <p>When Ballarat Grammar receives personal information from a source other than directly from the individual or the parents/guardians of the student concerned, the person receiving the information will notify the individual or the parents/guardians of the student to whom the information relates to. Ballarat Grammar will advise that individual of their right to share or not share this information with the source.</p> <p>Sensitive information will be collected only for the purpose of enabling the School to provide for the education and care of the student attending the School.</p> <p>CISS & FVISS: Information sharing entities are not obliged to collect personal or health information about an individual directly</p> |





| | | | <p>from that person if they are collecting the information from another information sharing entity under the scheme.</p> <p>If an information sharing entity collects personal or health information about a person from another information sharing entity under the scheme, it will not be obliged to take reasonable steps to notify that person that their information has been collected if doing so would be contrary to the promotion of the wellbeing or safety of a child.</p> <p>Information sharing entities will not be obliged to obtain consent from any person before collecting information under the scheme, including 'sensitive information' if they are sharing in accordance with the scheme.</p> | | | | | | |
|--|--|---|---|--|--------------------------------|--|---|--|---|
| <ul style="list-style-type: none">• APP 5 – Notification of the collection of personal information• APP 6 – Use or disclosure of personal information | <ul style="list-style-type: none">• IPP 2 - Use and disclosure | <ul style="list-style-type: none">• Principle 2 - Use and Disclose | <p>Upon enrolment, commencement of employment, or any other time personal, sensitive or health information is collected, Ballarat Grammar will take reasonable steps to ensure individuals or families understand why this information is being collected, used, disclosed and stored.</p> <p>Individuals or families will be informed of the following:</p> <ul style="list-style-type: none">• Ballarat Grammar contact details;• The facts and circumstances of why personal, sensitive and health information is being collected;• What information is required by authorised law;• The purposes of collection;• The consequences if personal information is not collected;• Ballarat Grammar’s usual disclosures of personal information; if applicable; and• Information about Ballarat Grammar’s Privacy Policy. <p>The following table identifies the personal, sensitive and health information that will be collected by Ballarat Grammar, the primary purpose for its collection and some examples of how this information will be used.</p> <table><tr><th>Personal, sensitive and health information collected in relation to:</th><th>Primary purpose of collection:</th><th>Examples of how the service will use personal and health, (including sensitive) information include:</th></tr><tr><td><ul style="list-style-type: none">• Students and parents/ guardians</td><td><ul style="list-style-type: none">• To enable the service to provide for the education and care of the child attending the School• To promote the service</td><td><ul style="list-style-type: none">• Day-to-day administration and delivery of service.• Provision of a place for their child in the School.• Duty rosters.• Looking after children’s educational, care and safety needs.• For correspondence with parents/guardians relating to their child’s attendance.</td></tr></table> | Personal, sensitive and health information collected in relation to: | Primary purpose of collection: | Examples of how the service will use personal and health, (including sensitive) information include: | <ul style="list-style-type: none">• Students and parents/ guardians | <ul style="list-style-type: none">• To enable the service to provide for the education and care of the child attending the School• To promote the service | <ul style="list-style-type: none">• Day-to-day administration and delivery of service.• Provision of a place for their child in the School.• Duty rosters.• Looking after children’s educational, care and safety needs.• For correspondence with parents/guardians relating to their child’s attendance. |
| Personal, sensitive and health information collected in relation to: | Primary purpose of collection: | Examples of how the service will use personal and health, (including sensitive) information include: | | | | | | | |
| <ul style="list-style-type: none">• Students and parents/ guardians | <ul style="list-style-type: none">• To enable the service to provide for the education and care of the child attending the School• To promote the service | <ul style="list-style-type: none">• Day-to-day administration and delivery of service.• Provision of a place for their child in the School.• Duty rosters.• Looking after children’s educational, care and safety needs.• For correspondence with parents/guardians relating to their child’s attendance. | | | | | | | |



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| | | | | | <ul style="list-style-type: none">• To satisfy the service’s legal obligations and to allow it to discharge its duty of care.• Visual displays in the service.• Newsletters.• Promoting the School through external media, including the School’s website |
| | | | <ul style="list-style-type: none">• The Board of Directors | <ul style="list-style-type: none">• For the management of the service | <ul style="list-style-type: none">• For communication with, and between, the Board members, employees and members of the association.• To satisfy the School’s legal obligations. |
| | | | <ul style="list-style-type: none">• Job applicants, employees, contractors, volunteers and students | <ul style="list-style-type: none">• To assess and (if necessary) to engage the applicant, employees, contractor, volunteers or students, as the case may be• To administer the employment, contract or placement | <ul style="list-style-type: none">• Administering the individual’s employment, contract or placement.• Ensuring the health and safety of the individual.• Insurance.• Promoting the School through external media, including the School’s website |

The School may disclose some personal and/or health information held about an individual to:

- Government departments or agencies, as part of its legal and funding obligations;
- Local government authorities, in relation to enrolment details for planning purposes;
- Organisations providing services related to staff entitlements and employment;
- Insurance providers, in relation to specific claims or for obtaining cover;
- Law enforcement agencies;
- Health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission;
- Anyone to whom the individual authorises the service to disclose information.
- Sensitive information will be used and disclosed only for the purpose for which it was collected, unless the individual agrees otherwise, or where the use or disclosure of this sensitive information is allowed by law.





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| <ul style="list-style-type: none"> APP 7 – Direct marketing | <ul style="list-style-type: none"> N/A | <ul style="list-style-type: none"> N/A | <p>The School must not use or disclose personal information it holds for the purpose of direct marketing.</p> <p>Direct marketing involves the use or disclosure of personal information to communicate directly with an individual to promote goods and services.</p> |
| <ul style="list-style-type: none"> APP 8 – Cross-border disclosure of personal information | <ul style="list-style-type: none"> IPP 9 - Transborder data flows | <ul style="list-style-type: none"> Principle 9 - Transborder Data Flows | <p>Ballarat Grammar will only transfer personal or health information outside Victoria in certain circumstances, for example, if the individual consents, or if the recipient of the personal information is subject to a law or binding scheme.</p> |
| <ul style="list-style-type: none"> APP 9 – Adoption, use or disclosure of government related identifiers | <ul style="list-style-type: none"> IPP 7- Unique identifiers | <ul style="list-style-type: none"> Principle 7- Identifiers | <p>Ballarat Grammar will not adopt, use or disclose a government related identifier unless an exception applies.</p> <p>The School will collect information on the following identifiers including but not limited to:</p> <ul style="list-style-type: none"> Information required to access the <i>Kindergarten Fee Subsidy</i> for eligible families; Tax file number for all employees, to assist with the deduction and forwarding of tax to the Australian Tax Office – failure to provide this would result in maximum tax being deducted; Medicare number: for medical emergencies; For childcare services only: Customer Reference Number (CRN) for children attending childcare services to enable the family to access the Commonwealth Government’s Child Care Subsidy (CCS) – failure to provide this would result in parents/guardians not obtaining the benefit. |
| <ul style="list-style-type: none"> APP 10 – Quality of personal information | <ul style="list-style-type: none"> IPP 3 - Data quality | <ul style="list-style-type: none"> Principle 3 - Data quality | <p>Ballarat Grammar will take reasonable steps to ensure that the personal and health information it collects is accurate, up-to-date and complete, as outlined in this Privacy policy. Ballarat Grammar will ensure any updated or new personal and/or health information is promptly added to relevant existing records and will send timely reminders to individuals or families to update their personal and/or health information to ensure records are up to date at all times. This can include but not limited to emergency contact details, authorised nominees, medical management plans, banking details, Working with Children Checks, VIT registration.</p> |
| <ul style="list-style-type: none"> APP 11 – Security of personal information | <ul style="list-style-type: none"> IPP 4 - Data security | <ul style="list-style-type: none"> Principle 4 - Data Security and Data Retention | <p>Ballarat Grammar takes active measures to ensure the security of personal, sensitive and health information it holds, and takes reasonable steps to protect the stored information from misuse, interference and loss, as well as unauthorised access, modification or disclosure. Ballarat Grammar will also take reasonable steps to destroy personal and health information and ensure it is de-identified if it no longer needs the information for any purpose as described in the relevant regulations. In disposing of personal, sensitive and/or health information, those with authorised access to the information will ensure that it is either shredded or destroyed in such a way that the information is no longer accessible.</p> <p>Ballarat Grammar will ensure that, in relation to personal, sensitive and health information:</p> <ul style="list-style-type: none"> Access will be limited to authorised staff, the Approved Provider or other individuals who require this information in order to fulfil their responsibilities and duties; Information will not be left in areas that allow unauthorised access to that information; All materials will be physically stored in a secure cabinet or area; |





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| | | | <ul style="list-style-type: none"> Computerised records containing personal or health information will be stored safely and secured with a password for access; There is security in transmission of the information via email, telephone, mobile phone/text messages, as detailed below: <ul style="list-style-type: none"> Emails will only be sent to a person authorised to receive the information; Faxes will only be sent to a secure fax, which does not allow unauthorised access; and Telephone – limited and necessary personal information will be provided over the telephone to persons authorised to receive that information; and Transfer of information interstate and overseas will only occur with the permission of the person concerned or their parents/guardians. |
| <ul style="list-style-type: none"> APP 12 – Access to personal information APP 13 – Correction of personal information | <ul style="list-style-type: none"> IPP 6 - Access and correction | <ul style="list-style-type: none"> Principle 6 - Access and Correction | <p>Individuals or families have the right to seek access to their own personal information and to make corrections to it if necessary. Upon request Ballarat Grammar will give an individual or families access to their personal or health information it holds are part of School operations in a timely manner. Ballarat Grammar must be satisfied through identification verification, that a request for personal or health information is granted.</p> <p><u>Process for considering access requests</u></p> <p>A person may seek access, to view or update their personal or health information:</p> <ul style="list-style-type: none"> If it relates to their child, by contacting the Nominated Supervisor; For all other requests, by contacting the Approved Provider/secretary. Personal information may be accessed in the following way: <ul style="list-style-type: none"> View and inspect the information; Take notes; Obtain a copy (scanned or photographed). <p>Individuals requiring access to, or updating of, personal information should nominate the type of access required and specify, if possible, what information is required. The Approved Provider will endeavour to respond to this request within 45 days of receiving the request.</p> <p>The Approved Provider and employees will provide access in line with the privacy legislation. If the requested information cannot be provided, the reasons for denying access will be given in writing to the person requesting the information.</p> <p>In accordance with the legislation, the School reserves the right to charge for information provided in order to cover the costs involved in providing that information.</p> <p>The privacy legislation also provides an individual about whom information is held by the service, the right to request the correction of information that is held. The service will respond to the request within 45 days of receiving the request for correction. If the individual is able to establish to the service's satisfaction that the information held is incorrect, the service will endeavour to correct the information.</p> |



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| | | | <p>There are some exceptions set out in the <i>Privacy and Data Protection Act 2014</i>, where access may be denied in part or in total. Examples of some exemptions are where:</p> <ul style="list-style-type: none">• The request is frivolous or vexatious;• Providing access would have an unreasonable impact on the privacy of other individuals;• Providing access would pose a serious threat to the life or health of any person;• The School is involved in the detection, investigation or remedying of serious improper conduct and providing access would prejudice that. |
| <ul style="list-style-type: none">• N/A | <ul style="list-style-type: none">• N/A | <ul style="list-style-type: none">• <i>Principle 10 -Transfer or closure of the practice of a health service provider</i> | N/A |
| <ul style="list-style-type: none">• N/A | <ul style="list-style-type: none">• N/A | <ul style="list-style-type: none">• <i>Principle 11- Making information available to another health service provider</i> | N/A |



Appendix C – Privacy Statement

Privacy Statement

We believe your privacy is important. Ballarat Grammar has developed a *Privacy Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below:

| Personal information and health information collected in relation to: | Primary purpose for which information will be used: |
|--|---|
| Children and parents/guardians | To enable us to provide for the education and care of the child attending the School. To manage and administer the service as required. |
| The Board of Directors | For the management of the service. To comply with relevant legislation requirements. |
| Job applicants, employees, contractors, volunteers and students | To assess and (if necessary) to engage employees, contractors, volunteers or students. To administer the individual's employment, contracts or placement of students and volunteers. |

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including sensitive and health information

Some personal information, including health information, held about an individual may be disclosed to:

- Government departments or agencies, as part of our legal and funding obligations
- Local government authorities, for planning purposes
- Organisations providing services related to employee entitlements and employment
- Insurance providers, in relation to specific claims or for obtaining cover
- Law enforcement agencies
- Health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- Anyone to whom the individual authorises us to disclose information; and/or
- Information sharing entities to support a child and a group of children's wellbeing and safety.

Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- A child's enrolment at the School;
- A person's employment with the School; and/or
- The ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal, sensitive or health information can gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy Policy*, which is available on request.

For information on the *Privacy Policy*, please refer to Nexus, the School's website, or contact the School directly.





Appendix D – Permission Form for Photographs and Videos

Background information

Photographs and videos are classified as ‘personal information’ under the *Privacy and Data Protection Act 2014*.

The purpose of this permission form is to:

- Notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.
- Comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Persons in Day-to-Day Charge, educators, staff, parents/guardians, volunteers or Students on placement.
- Enable photographs/videos of students to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events and excursions etc.

Photographs/videos taken by staff.

Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, on the Ballarat Grammar website/social media platforms or placed in the School’s publications or promotional material to promote the School, or for any other purpose aligned to the School’s business operations. Some staff may use learning journals in which photographs are included.

When the photographs/videos are no longer being used, the School will destroy them if they are no longer required or otherwise store them securely at the School. It is important to note that while the School can nominate the use and disposal of photographs they organise, the School has no control over those photographs taken by parents/guardians of children attending the program or activity.

Group photographs/videos taken by parents/guardians.

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

Photographs taken by a photographer engaged by the School.

A photographer may be engaged by the service to take individual and/or group photographs of students. Information will be provided in written form to parents/guardians prior to the event and will include the date and the photographer’s details.

Photographs/videos for use in newspapers, Ballarat Grammar website and other external publications.

The permission of parents/guardians of students will, on every occasion, be obtained prior to a student’s photograph being taken to appear in any newspaper/media or external publication, including the School’s newsletter, publications and website.

Photographs/videos taken by Students on placement.

Students at the School may take photographs/videos of student as part of their placement requirements.

Access to photographs/videos.

Access to any photographs or videos, like other personal information, is set out in the service’s *Privacy Policy*, which is displayed at the service and available on request.

Confirmation of consent

I consent/do not consent to the arrangements for the use of photographs and/or videos, as stated in this permission form.

| | | | |
|---------------------------------------|--|--------------|--|
| Parent / Guardian Name: | | | |
| Student Name: | | | |
| Signature (Parent / guardian): | | Date: | |





Appendix E – Child Information Sharing Scheme

- The Child Information Sharing Scheme (CISS) allows authorised organisations, including the School to share information to support child wellbeing or safety. This Scheme is designed to help professionals work together better by making sure the right people have the right information at the right time to support children.
- Through the CISS, Ballarat Grammar is able to share information with other approved organisations (called Information Sharing Entities) if:
 - The purpose is to promote or protect the safety or wellbeing of a child (under 18); and
 - The information is relevant and necessary to that purpose
- Consent is not required to share information if these conditions are met.

Ballarat Grammar is able to share information with other approved organisations such as:

- Other schools or early childhood services
- Child protection or family services
- Victoria Police
- Health professional (e.g. General practitioners, child psychologists)

The School's Role

As part of CISS, Ballarat Grammar must:

- Share Information when it is appropriate and lawful to do so
- Respond to requests from other Information Sharing Entities
- Keep records of what information was shared and why
- Only share what is needed – not more than necessary
- Consider the best interests of the child at all times

Staff Role

Staff must ensure that we do not share information with anyone unless authorised to do so. If the School is asked to share information, the request must be taken seriously and actioned in accordance with our obligations if appropriate to do so.

If staff are unsure as to whether they are able to share information, they should speak with the Headmaster or the Senior Student Safeguarding Officer.





Office Use Only

| Document Control / History | |
|--------------------------------------|--|
| Document Code | IDG - 003 |
| Approval Authority | Headmaster |
| Document Owner / Responsible Officer | Headmaster |
| Original Approval Date | |
| Current Version Date | March 2025 |
| Scheduled Review Date | March 2026 |
| History | March 2025 – Comprehensive review – reduced legal definitions within content |

| Supporting Documents | |
|--|--|
| <ul style="list-style-type: none"> Privacy Consent and Young People SOP – Notifiable Data Breaches SSS-001 Student Safety & Support Policy (overarching policy - in development) SSS-002 Student Safety Program Reference Guide SSS-003 Student Safety Definitions and Additional References SSS-004 Student Safety and Wellbeing SSS-005 Student Safety Code of Conduct SSS-006 Student Duty of Care SSS-007 Student Safety and Risk Management Procedure SSS-008 Professional Boundaries Guidelines | <ul style="list-style-type: none"> SSS-009 Responding to and Reporting Allegations of Abuse SSS-010 Our Student Safeguarding Officers SSS-011 Student Safety Report form – Incident, Disclosure, Suspicion SSS-012 Student Safety Report form – Student Sexual Offending SSS-013 Student Safety Report Form – Early Childhood SSS-014 Student Version – Student Safety & Wellbeing Policy SSS-025 Restraint Guidelines SSS-026 Discipline Policy IDG-003 Privacy Policy ICT-XXX ICT Acceptable Use |

| Student Lifecycle / Pillars / Values / IDEALS / IB PYP Attributes | | | | | |
|---|--|--|--|---|---|
| Student Lifecycle | Student Lifecycle Subsection | Pillars | Values | IDEALS | IB PYP Attributes |
| <ul style="list-style-type: none"> Student Recruitment Delivery of Education Programs Graduation & Community | <ul style="list-style-type: none"> Marketing & Advertising Enrolments & Offers Finance Teaching & Learning Assessment Experiences Careers / Work Experience Graduation Old Grammarians / Alumni | <ul style="list-style-type: none"> Governance & Leadership Legislative & Regulatory Compliance Complaints & Compliments People & Culture Finance Community Engagement / Foundation Property & Maintenance | <ul style="list-style-type: none"> Integrity Aspiration Courage Compassion Responsibility Hope | <ul style="list-style-type: none"> Internationalism Democracy Environmentalism Adventure Leadership Service | <ul style="list-style-type: none"> Inquirers Knowledgeable Thinkers Communicators Principled Open Minded Caring Risk Takers Balanced Reflective |

| Legislative Context |
|--|
| <ul style="list-style-type: none"> Child Safe Standards CCYP The 11 Child Safe Standards Child Wellbeing & Safety Act 2005 (Vic) Child Wellbeing and Safety Act 2005 legislation.vic.gov.au Education & Training Reform Act 2006 (Vic) Education and Training Reform Act 2006 legislation.vic.gov.au Education & Training Reform Regulations 2017 (Vic) Education and Training Reform Regulations 2017 legislation.vic.gov.au Education Services for Overseas Students (ESOS) Act 2000 Federal Register of Legislation - Education Services for Overseas Students Act 2000 Education & Care Service National Law Act 2010 Education and Care Services National Law Act 2010 legislation.vic.gov.au Fair Work Act 2009 (Cth) FAIR WORK ACT 2009 Family Violence Protection Act 2008 Family Violence Protection Act 2008 legislation.vic.gov.au Ministerial Order 1359 ministerial-order-1359-975 National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) Federal Register of Legislation - National Code of Practice for Providers of Education and Training to Overseas Students 2018 National Quality Standard (NQS) National Quality Standard ACECQA Notifiable Data Breaches Scheme About the Notifiable Data Breaches scheme OAIC Occupational Health & Safety Act 2004 (Vic) Occupational Health and Safety Act 2004 Privacy Act 1988 (Cth) Federal Register of Legislation - Privacy Act 1988 Worker Screening Act 2020 Worker Screening Act 2020 legislation.vic.gov.au |





| Regulatory Context | | | | |
|---|---|--|--|---|
| VRQA | CRICOS / National Code / ESOS Act | ACECQA / Department of Education | International Baccalaureate | Other |
| <ul style="list-style-type: none"> • Child Wellbeing & Safety Act 2005 (Vic) • Victorian Child Safe Standards • Ministerial Order 1359 • Education & Training Reform Act 2006 (Vic) | <ul style="list-style-type: none"> • Education Services for Overseas Students (ESOS) Act 2000 • National Code of Practice for Providers of Education & Training to Overseas Students 2018 (National Code 2018) – Standard 5, Standard 6 | <ul style="list-style-type: none"> • Education & Care Services National Law Act 2010 (Vic) • Education & Care Services National Regulations 2011 Regulation 181 - 184 • National Quality Framework – QA7; QA2 | <ul style="list-style-type: none"> • IB Standards & Practices | <ul style="list-style-type: none"> • Privacy Act 1988 (Cth) • Australian Privacy Principles (APPs) • Privacy & Data Protection Act 2014 (Vic) • Health Records Act 2001 (Vic) • Health Privacy Principles (HPPs) • Child Information Sharing Scheme (CISS) • Family Violence Information Sharing Scheme (FVISS) • Occupational Health & Safety Act 2004 (Vic) • Fair Work Act 2009 (Cth) • Working with Children Act 2005 (Vic) |