

TLK Youth College Privacy Policy

Preamble

The TLK Youth College Privacy Policy specifically outlines the policy adopted by TLK Youth College on how personal information provided to, or collected by the School, is used and managed.

Scope

This Policy applies to the operations of TLK Youth College.

Policy Statement

TLK Youth College is committed to protecting individual privacy and ensuring confidentiality of personal information.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the New South Wales Health Privacy Principles contained in the Health Records and Information Privacy Act 2002.

TLK Youth College may, from time to time, review and update this policy to take account of any new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing School environment.

Types of Personal Information and How It Is Collected by the School

The type of information the School collects and holds includes, but is not limited to, personal information, including health and other sensitive information, about:

- Students and parents/guardians 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.

The School will generally collect personal information held about an individual by way of forms filled out by parents/guardians or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents/guardians and students provide personal information.

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.

Under the Privacy Act and the Health Records and Information Privacy Act 2002 (NSW), the Australian Privacy Principles and Health 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 the employee.

How the TLK Youth College Uses the Personal Information Received

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 of collection and reasonably expected, or to which students and/or parents/guardians have consented.

The School's primary purpose of collection from students and/or parents/guardians is to enable the School to provide Schooling for the student. This includes satisfying the needs of parents/guardians,

the needs of the student and the needs of the School throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and parents/guardians includes:

- To keep parents informed about matters related to their child's Schooling, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after students' educational, social, spiritual and medical wellbeing
- Seeking donations and marketing for the School and
- To satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or parent/guardian, if the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

In relation to personal information of job applicants, staff members and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the School uses personal information of job applicants, staff members and contractors includes:

- Administering the individual's employment or contract, as the case may be
- For insurance purposes
- Seeking funds and marketing for the School and/or
- To satisfy the School's legal obligations, for example, in relation to child protection legislation.

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities to enable the School and the volunteers to work together.

Marketing and Fundraising

The School treats the marketing and seeking of funding and donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, external fundraising organisations. Parents/guardians, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who the School Might Disclose Personal Information To

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, counsellors and sports coaches
- Recipients of School publications, such as newsletters and magazines
- Parents/guardians
- Anyone you authorise the School to disclose information to and

- Anyone to whom we are required to disclose the information by law.

Sending Information Overseas

The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a School exchange. However, the School will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied) or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

How the School Treats Sensitive Information

In referring to 'sensitive information', the School means:

- Information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information
- Health information and biometric information about an individual.

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

Management and Security of Personal Information

The School is required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals. The School has in place steps to protect the personal information the School holds 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

Under the Commonwealth Privacy Act an individual has the right to obtain access to any personal information which the School or a 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 be able to access and update their personal information through their parents/guardians, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the School holds about a student, contact should be made to the School's Principal in writing. The School may require verification of identity and specification on what information you require. The School may charge a fee to cover the cost of verifying any 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. If the School cannot provide you with access to that information, the School will provide you with written notice explaining the reasons for refusal.

Consent and Rights of Access to the Personal Information of Students

The School respects every parent's/guardian'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 parents/guardians. The School will treat consent

given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will act as notice given to the student. As mentioned above, parents/guardians may seek access to personal information held by the School about them or their child by contacting the School's Principal. 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/guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances are so warranted.

Enquiries and Complaints

Individuals seeking further information about the way the School manages the personal information it holds, or wishing to complain that they believe that the School has breached the Australian Privacy Principles, should contact the School's Principal. The School will investigate any complaint and will notify the complainant of the decision in relation to the complaint as soon as is practicable after it has been made.

TLK Youth College

Phone: (02) 4346 0800 Monday to Friday 9:00am - 2:30pm

Email: info@tlkyc.nsw.edu.au Web: <http://tlkyc.nsw.edu.au>

Post: PO Box 5013, Chittaway Bay NSW 2260

Street: Old School Place (via Shannon Parade), Berkeley Vale

Review

This Policy will be subject to periodic review and may be amended or updated when required.