

# The Pittwater House Schools

## PRIVACY POLICY

(outline version)

The Pittwater House Schools' personal information handling practices is outlined in the School's Privacy Policy. Copies of this Policy may be obtained by contacting the Secretary to the Principal. The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act, 2000.

The School collects and holds personal information about its pupils before, during and after the course of a pupil's enrolment at the School; parents and/or guardians ("Parents"); job applicants, staff members, volunteers and contractors.

The School uses the 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 consent has been given.

**Pupils and Parents:** In relation to personal information of Pupils and Parents, the School's primary purpose of collection is to enable the School to provide schooling for the Pupil. This includes satisfying both the needs of Parents and the needs of the Pupil throughout the whole period the Pupil is enrolled at the School.

**Marketing and fund raising:** The School treats marketing and seeking 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 pupils and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the School's Foundation or Pittwater House Parents Association.

Parents, 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.

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, music tutors and sports coaches;
- recipients of School publications, like newsletters and magazines;
- Parents; and
- any other person who has been authorised by the Parent or Pupil to receive personal information held by the School.

The School will not send personal information about an individual outside Australia (i.e. overseas) without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

The School's staff are required to respect the confidentiality of Pupils' 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 use of various methods including locked storage of paper records and pass worded access rights to computerised records.

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 School at any time.