

<p>Statement of context and purpose</p>	<p>This statement outlines the Moama Anglican Grammar School policy as to how the School uses and manages personal information provided to or collected by it.</p> <p>The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.</p> <p>The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.</p>
<p>What kind of personal information does the School collect and how</p>	<p>Information</p>

Personal Information you provide	The School will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-fada en

The purposes for which the School uses perso	

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Sending information overseas	<p>The School will not send personal information about an individual outside Australia without:</p> <ul style="list-style-type: none">• Obtaining the consent of the individual (in some cases this consent will be implied); or• Otherwise complying with the Australian Privacy Principles.
How does the School treat sensitive information?	<p>In referring to "sensitive information", the School means: information relating to a person's racial or ethnic origins, 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.</p> <p>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 that sensitive information is allowed by law.</p>
Management and security of personal information	<p>The School's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.</p> <p>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.</p>

<p>Updating personal information</p>	<p>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.</p> <p>The Australian Privacy Principles require the School not to store personal information longer than necessary. If information is no longer required, the School will take all reasonable steps to destroy, or permanently de-identify personal information. Unsolicited personal information that is not needed by the School will be destroyed. Personal information will only be removed/destroyed by a secure means.</p>
<p>You have the right to check what personal information the School holds about you</p>	<p>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. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents.</p> <p>To make a request to access any information the School holds about you or your child, please contact the School in writing.</p> <p>The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your 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.</p>

<p>Consent and rights of access to the personal information of students</p>	<p>The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any request for consent and notices in relation 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.</p> <p>Parents may seek access to personal information held by the School about them or their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include situations where:</p> <ul style="list-style-type: none">• Serious threat to life, health or safety of an individual or society• It unreasonably impacts on the privacy of others• The request is frivolous or vexatious• It relates to anticipated or actual legal proceeding between individual and entity and would not be discoverable. <p>All requests for access will be responded to in reasonable time.</p> <p>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 student involved had reached 18 years of age, but the School could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.</p>
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Grievances and enquiries	If you have a complaint about a breach of privacy or would like further information about the way the School manages the personal information it holds, please contact the Principal in the first instance.
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