

Created by : Policy & Compliance Manager

Document version : 5.0



Online location : <https://my.hutchinsasedu.sharepoint.com/sites/Policy/Compliance>

Next review date: 01 June 2024

Privacy Policy

Relevant legislation	Personal Information Protection Act 2004 (Tas) Privacy Act 1988 (Cth) Work Health and Safety Act 2012 (Tas)
Commencement date	01 September 2003
Last review date	01 June 2021

1. Purpose

The purpose of this policy is to demonstrate The Hutchins School's commitment to using and managing Personal Information in a manner that is consistent with the *Privacy Act 1988* (Cth) and its Privacy Principles.

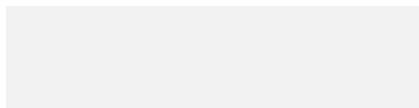
2. Scope

This policy should inform the conduct and practice of all staff at The Hutchins School (the School), irrespective of position or role. It applies to all documentation (irrespective of format or media) that contains personal, sensitive or health-related information (according to the definitions below), except where that information is contained within current or historical employee records held by the School.

3. Objectives

The objective of this policy is to inform the School, its operations and its staff in respect to privacy obligations.

4. Definitions



Collection of Personal Information

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determines that it could not have collected that information (and where it is lawful and practical to do so), it will destroy the information or ensure that the information is de-identified.

Use of Personal Information

Personal Information collected by the School must be used for the primary purpose for which it was collected; or, where an individual might reasonably expect the School to do so, that information may be used for secondary purposes that are related to the original purpose. The School may also use Personal Information for other purposes where the individual has expressly provided consent, or as otherwise authorised under the Privacy Act or other Australian law.

Students and parents/carers

The School collects students', parents' and carers' Personal Information to enable the provision of schooling and co-curricular activities for the student, and to meet the needs of parents and students throughout the student's enrolment at the School.

The School may use that Personal Information to:

- ensure that students' educational, social and medical wellbeing are protected;
- keep parents/carers informed about matters concerning their child's schooling and co-curricular activities (including through reports, letters, email correspondence and school publications);
- satisfy the School's legal obligations, particularly in relation to the duty of care it owes to each student;
- conduct administration activities of the School; and
- seek donations and facilitate marketing for the School.

Parents and carers have the right to remain anonymous or to use a pseudonym when dealing with the School, provided that it is lawful and practical to do so. Cases may exist in such circumstances in which the School is unable to provide (or continue to provide) schooling or services to a student due to a lack of necessary information.

Potential employees and independent contractors

The School will collect Personal Information from potential employees and independent contractors to assess and (if the applicant is successful) engage the relevant individual as an employee or independent contractor.

The purposes for which the School uses Personal Information of potential employees and independent contractors include:

- assessing the individual's suitability for employment or contract;
- administering the individual's employment or contract;

- satisfying the School's legal requirements (for example, in relation to registration for Working With Vulnerable People and police checks);
- meeting insurance requirements; and
- seeking funds and facilitating marketing for the School.

In some circumstances (and often for specific roles), the School may also request health-related information to determine an individual's suitability for a potential role, employment or contract.

Volunteers

The School may collect Personal Information about volunteers to assist the School in its sporting, social, educational, and fundraising functions and associated activities.

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- the use or disclosure is otherwise permitted under the Privacy Act.

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Management and security of Personal Information

The School has in place systems, policies and procedures to prevent Personal Information from being misused, interfered with, lost, modified, accessed or disclosed by those lacking the proper authority. The School implements the following to ensure the protection of Personal Information:

- use of secure storage for both paper and computer records (paper records relating to students are kept in locked rooms and/or filing cabinets);
- digital records are stored on dedicated servers that are isolated from student networks so as to minimise the risk of unauthorised access;
- past student files are kept in a secure storage area;
- regular shredding of documents.

If the School no longer needs Personal Information it holds about an individual and it is not required to retain the information under Australian law, the School will take reasonable steps to destroy the Personal Information or to ensure that the Personal Information is de-identified.

Access to and correction of Personal Information

Under the Privacy Act, individuals have a right to access their own Personal Information. In some circumstances, this right of access may be denied; for example, where release of the information would have an unreasonable impact on the privacy of others, or where the request for access is frivolous or vexatious. These exceptions to access are set out in the Privacy Act.

If an individual would like to access their Personal Information, they are required to request it by contacting the School in writing. Any access request must identify the nature of the information requested, and be addressed to the Privacy Officer (see below).

The School will respond to such requests in accordance with the provisions of the Privacy Act, including the provisions relating to the right of access to personal information.

Attachment 1: Privacy Obligations

The Australian Privacy Principles (APPs) were enforced on 12 March 2014, and serve as the cornerstone of the Privacy Act. In your role at the School, you should be aware of your own obligations, and the School's obligation toward maintaining the privacy and confidentiality of personal and Sensitive Information. This attachment is a summary of the School's responsibilities under the Act and may serve as a useful reference for determining your own role in maintaining privacy and confidentiality.

Consideration of privacy of Personal Information

APP1: Open and transparent management of Personal Information

The School is required to manage Personal Information in a way that is open and transparent. This includes having a clear and up-to-date Privacy Policy that is made available to the public.

APP2: Anonymity and pseudonymity

The School is required to provide individuals with the option of either anonymity, or the use of a pseudonym in certain circumstances; for example, when reporting inappropriate conduct, when acting as a whistleblower (as defined by law) or when making a complaint or grievance.

Collection of information

APP3: Collection of solicited personal and Sensitive Information

The School is not permitted to collect Personal Information unless that information is reasonably necessary for, or directly related to its functions or activities. Sensitive Information (as per the definition in the Privacy Policy) may not be collected except where the individual has consented to that collection, and the information is again either reasonably necessary for, or directly related to school functions or activities. This information may only be collected from the individual to whom it relates.

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APP5: Notification of the collection of

