



EMANUEL SCHOOL

PRIVACY POLICY

Version 2025.01

Name of Document	Privacy Policy 2025.01
Status	Approved by SAT
Date of Approval	26/06/2025
Owner	Linda Emms
Contact	Linda Emms
Review Cycle	Two (2) years
Date for Review	June 2027



Privacy Policy

PURPOSE

The purpose of this policy is to outline Emanuel School's policy on how Emanuel School uses and manages personal information provided to and collected by it.

SCOPE

This policy applies to all staff, parents, guardians and/or carers (Parents) and students of Emanuel School which includes employees, contractors, and volunteers.

POLICY STATEMENT

Emanuel School is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (Privacy Act). In relation to health records the School is also bound by the Health Records and Information Privacy Act 2002 (NSW) (Health Records Act) in relation to health records held by the Emanuel School.

Emanuel School collects and holds personal information, including (but not limited to) personal information, including health, medical and other sensitive information, about:

- students and 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 personal information may be received in one of the following ways:

- **Personal Information you provide:** Emanuel School will generally collect personal information held about an individual from information submitted by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions, people other than Parents and students provide personal information.
- **Personal Information provided by other people:** In some circumstances, Emanuel 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 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 Emanuel School an employee.

KEY PRINCIPLES

The key principles of this policy are:

- i. **Use of Personal Information** - Emanuel School will use the personal information it collects for the purpose in which it was collected and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which consent was given. Specifically, this includes:
 - a. **Students and Parents:** In relation to personal information of students and Parents, the School's primary purpose of collection is to enable Emanuel School to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of Emanuel School throughout the whole period the student is enrolled at the School. The purposes for which Emanuel School uses personal information of students and Parents include:
 - i. keeping Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines (both print and online);
 - ii. day-to-day administration of the School;
 - iii. looking after students' educational, social and medical wellbeing;
 - iv. seeking donations and marketing for the School; and
 - v. satisfying the School's legal obligations and allowing Emanuel School to discharge its duty of care.
 - b. **Job applicants, staff members and contractors:** 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 Emanuel School uses personal information of job applicants, staff members and contractors include:
 - i. administering the individual's employment or contract, as the case may be;
 - ii. administration related to insurance purposes;
 - iii. seeking donations and marketing for the School; and

- iv. satisfying the School's legal obligations, for example, in relation to child protection legislation.
 - c. **Volunteers:** Emanuel School also obtains personal information about volunteers who assist Emanuel School in its functions or conduct associated activities, such as Project Heritage mentors which enable Emanuel School and the volunteers to work together.
 - d. **Marketing and fundraising:** Emanuel School treats marketing and seeking donations for the future growth and development of Emanuel School as an important part of ensuring that Emanuel School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Emanuel School may be disclosed to organisations that assist in the School's fundraising, for example, Emanuel School Foundation, the Jewish Communal Appeal (JCA), the School's alumni organisation, Geshar. Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, for example, newsletters and magazines, which include personal information, may be used for marketing purposes, unless otherwise specified.

If you do not wish to receive fundraising communications from us, please contact our privacy officer privacyofficer@emanuelschool.nsw.edu.au.
- ii. **Disclosure of Personal Information -** Emanuel School may disclose personal information, including sensitive information, held about an individual to:
 - a. Another school;
 - b. Government departments (including for policy and funding purposes);
 - c. Medical practitioners;
 - d. People providing educational support and health services to the School, including specialist visiting teachers, counsellors, volunteers and sports coaches;
 - e. Organisations that assist us with fundraising
 - f. Assessment and educational authorities, including the Australian Curriculum Assessment and reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - g. Agencies and organisation to whom we are required to disclose personal information for education, funding and research purposes;
 - h. recipients of School publications, such as newsletters and magazines;
 - i. Their parents

- j. Educational subscription and support services such as online teaching and learning sites;
 - k. anyone you authorise Emanuel School to disclose information to; and
 - l. anyone to whom we are required to disclose the information by law, including child protection laws.
- iii. **Sending and storing information overseas:** Emanuel School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. Before disclosing personal information to an overseas recipient, Emanuel School will:
- a. obtain the consent of the individual (in some cases this consent will be implied); and
 - b. take reasonable steps to ensure the overseas recipient handles the personal information the School discloses in a way that it does not breach the Australian Privacy Principles or other applicable privacy legislation.

Emanuel School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

- iv. **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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law. There will be times when sharing health information is required to ensure the welfare of individuals and obligations of duty of care are met.

The School may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the operations and practices and to make sure it remains appropriate to the changing school environment.

DEFINITIONS

TERM	MEANING
Personal information	Information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded by the School in any material form or not. It includes all personal information regardless of its source.

	<p>In other words, if the information or opinion identifies an individual or allows an individual to be identified (including when connected with other information held by or reasonably available to the School) it will be 'personal information' within the meaning of the Privacy Act. It can range from very detailed information, such as medical records, to LGBTQI status and to other less obvious types of identifying information, such as an email address. Personal information does not include information that has been de-identified so that the individual is no longer identifiable either from the information or from the information when combined with other information reasonably available to the School.</p>
<p>Sensitive information</p>	<p>Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information and biometric information.</p>
<p>Health information</p>	<p>Health information is a subset of sensitive information. It is any information or opinion about the health (including illness, disability or injury) of an individual, the individual's expressed wishes about the future provision of health services, or a health service provided, or to be provided, to an individual. Health information also includes personal information collected in the course of providing a health service.</p>
<p>Record</p>	<p>A 'record' includes a 'document' or an 'electronic or other device'. The definition is inclusive and therefore covers a wide variety of material which might constitute a record.</p>

	A 'document' is defined to include anything on which there is writing, anything from which sounds, images or writings can be reproduced.
Data Breach	A data breach occurs where personal information about individuals is accessed by or disclosed to third parties who should not be in receipt of that information, or where information is lost in circumstances where that is likely to occur.
APPs	Australian Privacy Principles



Privacy Procedures

1. PURPOSE

The purpose of this procedure is to provide clearly defined procedures for collecting, accessing and amending personal information at Emanuel School.

2. SCOPE

This procedure applies to all staff, Parents and students of Emanuel School which includes employees, contractors, and volunteers.

3. KEY PRINCIPLES

The following general key principles are to be considered:

- i. Under the *Commonwealth Privacy Act* and the *Health Records Act*, an individual has the right to obtain access to any personal information which Emanuel School holds about them and to advise Emanuel School of any perceived inaccuracy.
- ii. Emanuel School respects every parent's right to make decisions concerning their child's education. Generally, Emanuel School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. Emanuel 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.
- iii. As mentioned above, Parents may seek access to personal information held by Emanuel School about them or their child by contacting the 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.
- iv. Emanuel School may, at its discretion, on the request of a student grant that student access to information held by Emanuel 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 warrant it.

4. PROCEDURES

i. Accessing or Correcting Personal Information - Students

- a. Students will generally be able to access and update their personal information through their parent or guardian. To update any personal information Emanuel School holds about a current student or parent/carer, please use your personal login to the TASS Parent Lounge, to confirm or request changes to our records.
- b. To make a request to access any personal information Emanuel School holds about you or your child, contact our Principal, in writing at principal@emanuelschool.nsw.edu.au . Emanuel School may require you to verify your identity and specify what information you require.
- c. Emanuel School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested.
- d. If the information sought is extensive, Emanuel School will advise the likely cost in advance.
- e. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

ii. Accessing or Correcting Personal Information – Employees, Contractors and Volunteers

- a. Employees will generally be able to access their personal information through TASS. To update any personal information Emanuel School holds about a current employee they should contact Human Resources.
- b. Contractors and volunteers wishing to access and/or update their personal information should contact our Principal, in writing at principal@emanuelschool.nsw.edu.au. Emanuel School may require you to verify your identity and specify what information you are requesting.
- c. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

iii. Enquiries & Complaints

- a. If you would like further information about the way Emanuel School manages the personal information, it holds or wish to complain about an alleged breach of the Australian Privacy Principles please contact the Principal.
- b. Emanuel School will investigate any complaint and will notify you in relation to your complaint as soon as is practicable after the complaint has been made.

iv. Kinds of Personal Information we Collect

The types of information the School collects include (but is not limited to) personal information, including health and other sensitive information, about:

- a. students and Parents before, during and after the course of a student's enrolment at the school
 - name, contact details (including next of kin), date of birth, gender, language
 - background, previous school and religion;
 - parents' education, occupation, language spoken at home, nationality and country of birth;
 - health information (e.g., details of disability and/or allergies, dietary requirements, absence notes, immunisation details, medical reports and names of doctors);
 - results of assignments, tests and examinations;
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - Family Court orders;
 - criminal records;
 - volunteering information; and
 - photos and videos at school events;
- b. employees, job applicants, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - health information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information; and
 - work emails and private emails (when using work email address) and Internet browsing history; and
- c. other people who come into contact with the School, including name and contact details and any other information necessary for the particular contact with the school.

v. How we collect personal information

- **Personal information you provide:** A school will generally collect personal information about an individual directly from the individual (or their Parent in the case of students). This includes by way of forms, face-to-face meetings and interviews, emails and telephone calls.
- **Personal information provided by other people:** In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, a reference from another school or a referee for a job applicant. If a student transfers to a new school, the new school may collect personal information about the student from the student's previous school to facilitate the transfer of the student.
- **Personal information from other sources:** We may also collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

vi. Security of personal information

The School has in place steps to protect the personal information it 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.

These steps include:

- a. Restricting access to information on the School databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- b. Ensuring all staff are aware that they are not to reveal or share personal passwords.
- c. Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets. Access to these records is restricted to staff on a need-to-know basis.
- d. Implementing physical security measures around the School buildings and grounds to prevent break-ins.
- e. Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.

- f. Implementing policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- g. Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

vii. Data Breaches

- a. Under the Privacy Act, there are mandatory notification obligations for data breaches that are likely to result in serious harm (eligible data breaches).
- b. The Privacy Officer must be notified as soon as a potential data breach is discovered.
- c. This procedure sets out the circumstances in which personal information may be provided to third parties. If the transfer of information is not in accordance with these policies, Emanuel School must act immediately to determine whether the data breach is an eligible breach requiring action (including seeking legal advice where necessary).
- d. Individuals must notify the Privacy Officer at privacyofficer@emanuelschool.nsw.edu.au if they suspect a data breach.
- e. If there are reasonable grounds for this suspicion, Emanuel School must promptly carry out an assessment. Then, if the assessment shows there are reasonable grounds to believe that there has been an eligible data breach, Emanuel School must take any action which may remedy the data breach. If such action is unavailable or unsuccessful, Emanuel School must take the following steps:
- f. Prepare a statement for the Commissioner and the public about the eligible data breach
 - i. Notify each of the individuals to whom the relevant information related, or at least those who are at risk
 - ii. Comply with any directions given by the Office of the Australian Information Commissioner.
- g. Where there has been any reasonable suspicion or belief of a data breach, Emanuel School will review its Privacy Policy and information storing systems.

viii. Enquiries and complaints

If you would like further information about the way the Emanuel School manages the personal information it holds, or wish to complain that you believe that the School has breached the

Australian Privacy Principles or the Health Privacy Principles, please contact the Principal by email, at principal@emanuelschool.nsw.edu.au. The Principal or their delegate will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made. If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, www.oaic.gov.au.

5. ACTIONS AND RESPONSIBILITIES

The actions and responsibilities to be undertaken in respect of this procedure are set out below.

Emanuel School is responsible for:

- Managing personal information in an open and transparent way;
- Taking reasonable steps to implement practices, procedures and systems (including staff training) relating to the School's functions or activities that:
 - Ensure compliance with the Australian Privacy Principles (APPs)
 - Will enable the School to deal with inquiries or complaints about compliance with the APPs;
- Having a clearly expressed and up-to-date Privacy Policy about the School's handling and management of personal information;
- Only collecting personal information that is reasonably necessary for the School's functions or activities;
- Obtaining consent to collect sensitive information unless specified exemptions apply;
- Using fair and lawful means to collect personal information;
- Collecting personal information directly from an individual if it is reasonable and practicable to do so;
- Taking such steps (if any) as are reasonable in the circumstances to ensure the personal information the School collects, uses or discloses is accurate, complete and up-to-date and, in respect of use or disclosure, relevant. This may require the School to correct the information and possibly advise organisations to whom it has disclosed the information of the correction;
- Taking reasonable steps, including technical and organisational measures, to protect the personal information the School holds from misuse, interference and loss and from unauthorised access, modification or disclosure;

- Taking reasonable steps to destroy or permanently de-identify personal information no longer needed for any purpose for which the School may use or disclose the information (provided the School is not legally required to retain the information);
- Reviewing and accept updates of personal or medical information from Parent Lounge; and
- Reviewing all requests for access to personal information and, where deemed appropriate, providing these to the requester in a timely manner.

Parents are responsible for:

- Ensuring information relating to Parents and students is correct and up to date, including contact information, emergency contacts and medical information.

Employees are responsible for:

- Ensuring personal and/or sensitive information provided is correct and up to date, including contact information, emergency contacts and medical information;
- Ensuring that in the course of their duties they adhere to School policy in relation to the privacy of personal and/or sensitive information of staff, Parents and students; and
- Advising the School immediately of any potential sharing of information that may constitute a data breach.

6. RELATED POLICIES AND SUPPORTING DOCUMENTS

- Security Policy
- Online Payments and Refund Policy

7. ACCESS

Not restricted. This document is available to all stakeholders via the School's public website.

Copyright of this document is owned by Emanuel School. Emanuel School is licensed to copy and amend this document for use in the School. Any other uses of the document require written approval of Emanuel School.