

ST PAUL'S GRAMMAR SCHOOL PENRITH LIMITED

Privacy Policy as it Affects Parents

Why have a privacy policy?

St Paul's is bound by the national privacy principles in the Commonwealth Privacy Act which seeks to protect people's right to safeguard the privacy of personal and sensitive information as far as is practicable.

What kinds of personal and sensitive information does St Paul's need to collect?

Any information that enables the school to provide schooling for your sons or daughters and to discharge its duty of care. The school uses this information to keep you informed about matters related to your sons'/daughters' schooling through correspondence, newsletters and magazines; for day to day administration; for looking after your sons'/daughters' educational, social and medical wellbeing; for seeking donations and marketing for the school; and for satisfying the school's legal obligations to discharge its duty of care. Because the school only collects information considered necessary for your sons'/daughters' schooling and care, your withholding permission to collect such information could jeopardise their enrolment.

Who else, apart from St Paul's, might have access to this personal and sensitive information?

If it is considered necessary in discharging its primary task of providing schooling for your sons/daughters and discharging its duty of care, the school might pass on such information to another school, government departments (including The Australian Taxation Office's school tax file number program), medical practitioners, those providing specialist services to the school, recipients of school publications, school fundraisers and anyone you authorise the school to disclose information to.

Should I inform others if I disclose information about them to the school?

Yes. If you provide the school with personal information about others, such as contact details of doctors and emergency agencies, we encourage you to inform those others that you have disclosed that information to the school, that they can access that information if they wish and that the school will not disclose that information to others.

How does St Paul's respect the confidentiality of such information?

The school staff is required to keep such information secure. The school has in place steps to protect 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 passworded access to computerised records.

Do parents or children have right of access to such records about them?

Yes, though where such access has an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to students, or where sons/daughters have provided information in confidence, the school has the legal right to deny access. Students will generally have access through their parents, but older students may seek and receive right of access themselves, subject to relevant legislation.

Will St Paul's seek parental permission when outside sources ask for information about their sons/daughters?

Yes, if in the circumstances it is appropriate. St Paul's respects the right of parents to make decisions about their son's/daughter's education. Apart from cases that would indisputably be in the student's schooling and care interests, the school will refer requests for consent and notices in relation to the personal information of students to their parents. St Paul's will treat consent given by parents as consent given on behalf of their sons/daughters, and notice given to parents will act as notice given to such children.

What do I do if I have further questions?

Please refer to the St Paul's Grammar School Privacy Policy on eCampus of St Paul's Grammar School. If you still have further questions, please contact the Registrar.

Consent:

I have read the St Paul's Grammar School Privacy Policy as it relates to parents and I give the school permission to collect and disclose information in accordance with that policy. My permission includes a recognition that if there are changes to the legislation from time to time, that policy will need to be updated to meet such legislative requirements.

I also give permission/do not give permission (underline your response) for my contact details (name and phone number only) to be placed on a class list and circulated to parents and caregivers of children in my daughter's/son's class.

I also give my permission/do not give my permission (underline your response) for my child's photo to be placed in the school's records, and displayed from time to time around the school and in school publications.

Please ensure that both parents/guardians sign below:

Signed by the Parents/Guardian

Name of student

Name of Mother/guardian

Name of Father/guardian

Signature of Mother/guardian

Signature of Father/guardian

Date

Date

ST PAUL'S GRAMMAR SCHOOL PENRITH LIMITED

Privacy Policy as it Affects Parents 影响家长的个人资料隐私政策

为什么需要隐私政策？

圣保罗学校是受澳大利亚联邦政府隐私条例下的国家隐私原则所约束的。这条例的设立是为了在最合乎实际的范围内，保障和保护隐私权个人与敏感资料的隐私。

圣保罗学校需要收集哪一些个人与敏感的资料？

任何与你子女在本校接受教育有关的资料和本校执行对你子女照顾的责任时所需的资料，我们都会收集。我们会在通信，学校通讯和学校的刊物中使用这些资料向你汇报你子女在校的学习情况。此外，我们更会在日常的学校行政中，在照顾你子女教育的事务上；在他/她们的社会和医疗福利上；在学校的筹款和市场推广事务中和履行对你子女照顾时涉及的法律义务，使用这些资料。因为学校只收集有关你子女在求学和照顾上所需的资料，若你不允许校方索取这些资料，将影响您的子女申请报读本校。

除圣保罗学校外，还有那些人士可以得到这些个人与敏感的资料？

若学校在执行对你子女的教育及照顾的责任上有所需要，我们会把你子女的资料向别的学校，政府机关，国家税务局、医护人员，向学校提供专业服务的机构，接收学校刊物的人士，学校的筹款部门和任何你授权得到资料的人士，提供这些个人与敏感的资料。

若我向学校透露了别人的资料,我是否需要通知对方？

这是需要的。若你向学校提供了别人的个人资料，例如医生,救援部门等，我们鼓励你通知这些有关的人士。假如他/她们希望从校方得到这些资料，他/她们可以向校方索取，我们并不会把这些资料提供给别人。

圣保罗学校对个人资料保密度的尊重性有多大？

圣保罗学校要求职员必须把资料存放在安全的地方。校方有一套保护资料的措施，避免资料被误用，遗失，未经授权而使用，更改或泄露。这些措施包括把文件锁于档案内，而存于电脑中的文件，使用者必须得到密码才能使用。

家长和学生是否有权索取有关他们自己的资料？

这是可以的。但，除了特殊情况，如果这些资料对别人的隐私造成不合理的影响，或令校方违反对学生执行照顾的责任，又或你的子女向学校提供了个人的保密资料，在这些情况下，校方有法律权利拒绝向你提供资料。一般的学生可透过家长向学校索取资料，而年纪较长的学生可自行向校方索取。

若外部人士向圣保罗学校索取有关你子女的资料时，本校会否寻求家长的同意？若在适当的情况下，我们会寻求你的同意。圣保罗学校尊重家长对子女在教育事务上作决定的权利。除了一些与学生受教育和受照顾的毋庸置疑的权益上，对于索取有关学生个人资料的要求，校方都会寻求家长的同意或知会家长。学校的观点是家长的同意即代表他/她们子女的同意，而家长的通知也代表了他/她们子女的通知。

假如我还有问题，我应怎样做？

请查阅圣保罗学校隐私政策。这资料在本校的互联网址上刊登。假如你还有问题，请与本校国际项目负责人联络。

同意书：

我已经阅读了与家长有关的圣保罗学校隐私政策并根据政策所定同意校方索取和发表资料。我的同意也包括确让若日后法例有所改变的时候，本政策也会随着更新以符合法例的要求。

我也同意/不同意（请在适当的回应下面线）把我的联络资料（只是姓名和电话号码）放在班级名单内，以便该班的家长和提供照顾的人员传阅。

我也同意/不同意（请在适当的回应下面线）把我子女的照片放在学校的记录内，并不时出现在学校的刊物中。

家长 签字

学生姓名

母亲/监护人姓名

母亲/监护人签名

日期

父亲/监护人姓名

父亲/监护人签名

日期