



TRINITY GRAMMAR SCHOOL

PRIVACY POLICY

(reviewed as at August 2009)

1. Your privacy is important

This statement outlines Trinity Grammar School's ('Trinity') policy on how Trinity uses and manages personal information provided to or collected by it. Trinity is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. Trinity may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Trinity's operations and practices and to make sure it remains appropriate to the changing school environment.

2. What kind of personal information does Trinity collect and how does Trinity collect it?

The type of information Trinity collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at Trinity;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with Trinity.

Personal information can include photographs and images of individuals.

2.1 Personal Information you provide: Trinity will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and students provide personal information.

2.2 Personal Information provided by other people: In some circumstances Trinity 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.

2.3 Exception in relation to employee records: Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Trinity's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Trinity and an employee.

3. How will Trinity use the personal information you provide? Trinity will use personal information it collects from you 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 you have consented.

3.1 Students and Parents: In relation to personal information of students and Parents, Trinity's primary purpose of collection is to enable Trinity to provide schooling for the student. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at Trinity.

The purposes for which Trinity uses personal information of students and Parents include:

- keeping Parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines, the Trinity website and other modes of communication;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for Trinity;

In some cases where Trinity requests personal information about a student or Parent, if the information requested is not obtained, Trinity may not be able to enrol or continue the enrolment of the student.

3.2 Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, Trinity'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 Trinity uses personal information of job applicants, staff members and contractors include:

- keeping staff members, students and Parents informed about matters related to Trinity, through correspondence, newsletters, magazines, the Trinity website and other modes of communication;
- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for Trinity;
- satisfying Trinity's legal obligations, for example, in relation to child protection legislation.

3.3 Volunteers: Trinity also obtains personal information about volunteers who assist Trinity in its functions or conduct associated activities, such as alumni associations, to enable Trinity and the volunteers to work together.

3.4 Marketing and Fundraising: Trinity treats marketing and seeking donations for the future growth and development of Trinity as an important part of ensuring that Trinity continues to be a quality learning environment in which both students and staff thrive. Personal information held by Trinity may be disclosed to an organisation that assists in Trinity's fundraising, for example, Trinity's Foundation or alumni organisation. Parents, staff, contractors and other members of the wider Trinity community may from time to time receive fundraising information. School publications, like newsletters, brochures and magazines, which include personal information, may be used for marketing purposes.

3.5 Website: Personal information (in the form of text, images, audio, video, graphics) may be placed on the Trinity website. The information contained on the website is available to the wider community.

3.6 Photographs and images: Personal information in the form of photographs, student movies, DVD presentations containing images of students may be used in the context of the educational programme of the School, or in its publications such as, newsletters, brochures, magazines and the School Triangle to illustrate school activities and achievements in which your son may be involved.

3.7 Opt Out: If you do not consent to the use of your personal information for any of the above stated purposes, please contact the Head Master in writing.

4. To whom might Trinity disclose personal information?

Trinity may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to Trinity, including specialist visiting teachers and sports coaches;
- recipients of Trinity publications, such as weekly newsletters, Trinity News, The Triangle, and other magazines;
- parents; and
- anyone to whom you authorise Trinity to disclose information

4.1 Sending information overseas: Trinity will not send personal information about an individual outside Australia without:

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

5. How does Trinity treat sensitive information?

In referring to 'sensitive information', Trinity means: information relating to a person's racial or ethnic origin, 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. 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.

6. Management and security of personal information

Trinity's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals. Trinity has in place steps to protect the personal information Trinity 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.

7. Updating personal information

Trinity 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 Trinity by contacting the Head Master's Secretary at any time. The National Privacy Principles require Trinity not to store personal information longer than necessary.

8. You have the right to check what personal information Trinity holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Trinity holds about them and to advise Trinity 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, but older students may seek access themselves. To make a request to access any information Trinity holds about you or your child, please contact the Head Master in writing. Trinity may require you to verify your identity and specify what information you require. Trinity 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, Trinity will advise the likely cost in advance.

9. Consent and rights of access to the personal information of students

Trinity respects every Parent's right to make decisions concerning their child's education. Generally, Trinity will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. Trinity 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.

Parents may seek access to personal information held by Trinity about them or their child by contacting the Head Master. 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 Trinity's duty of care to the student.

Trinity may, at its discretion, on the request of a student, grant that student access to information held by Trinity 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 so warranted.

10. Enquiries

If you would like further information about the way Trinity manages the personal information it holds, please contact the Head Master. The Head Master and the Head Master's Secretary may be contacted by:

Phone: (02) 9581 6020; or
Mail: Trinity Grammar School,
PO Box 174
Summer Hill NSW 2130.