



PRIVACY POLICY

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1. PREAMBLE

- 1.1 This *Privacy Policy* sets out how John Wollaston Anglican Community School (the School) manages personal information provided to or collected by it.
- 1.2 The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988.
- 1.3 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.

2. EMPLOYEE RECORDS

Employment records for past and present staff are exempt from the Privacy Act. However, where State or Territory health privacy legislation applies, the School is still required to protect the privacy of employee health information. This *Privacy Policy* will apply in those circumstances.

3. WHAT IS PERSONAL INFORMATION?

- 3.1 Personal information is information or an opinion that allows someone to identify the individual that the information or opinion is about. It can range from very detailed information such as medical records to other less obvious types of identifying information such as an email address. Personal information collected about students, parents/guardians, job applicants, staff members, volunteers and contractors includes, but is not limited to, name, address and other contact details; date of birth; next of kin details; previous school; medical information; financial information; photographic images; attendance records; professional development history; complaint records and investigation reports and leave details.
- 3.2 ***Sensitive information***
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, government identifiers, nationality, country of birth, languages spoken at home, family court orders, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record. It also includes health 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 of the use, or disclosure of the sensitive information is allowed by law.
- 3.3 ***Unsolicited personal information***
Unsolicited personal information is personal information the School receives that we have taken no active steps to collect such as an employment application sent to us by an individual on their own initiative, rather than in response to a job advertisement. The School may keep records of unsolicited personal information if the Privacy Act permits it (for example, if the information is reasonably necessary for one or more of our functions or activities). If not, the School will destroy or de-identify the information as soon as practicable, provided it is lawful and reasonable to do so.

4. WHAT KIND OF PERSONAL INFORMATION DOES JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL COLLECT?

4.1 The School will only collect personal information that is relevant to the School's relationship with the individual. The type of personal information the School collects and holds includes, sensitive and unsolicited personal information, about:

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

5. WHY DOES JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL COLLECT PERSONAL INFORMATION?

5.1 The School uses the personal information provided to it, for the primary purpose of education, and for such other secondary purposes as are related to education and reasonably expected, or to which consent has been given. This includes meeting both the needs of parents/guardians and the needs of the student throughout the whole period the student is enrolled at the School.

5.2 The primary purpose for which the School uses personal information includes, but is not limited to

- keeping parents/guardians informed about matters related to their child's schooling through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social, emotional and medical well-being;
- satisfying the School's legal obligations and allowing the School to discharge its duty of care;
- performing research and statistical analysis;
- protecting the security of the School's offices, staff, students, visitors and the property held on School premises;
- recruiting staff and contractors to assess and (if successful) to engage the applicant or contractor, as the case may be;
- seeking donations or marketing the School including: direct marketing, campaigns, events and competitions.

5.3 The School may also collect, hold, use and disclose personal information for other purposes, explained at the time of collection, which are required or authorised by or under law or for which permission has been provided.

6. VOLUNTEERS

6.1 Personal information about volunteers who assist the School in its functions or conduct associated activities, such as the Old Wollastonians Association (OWA), the Parents and Friends Association (P & F), and the School Council or committee members, is collected to enable the School and the volunteers to work together.

7. DIRECT MARKETING AND FUNDRAISING

7.1 The School may use your personal information to let you know about the School's products and services. The School may contact you for these purposes in a variety of ways, including by mail, email, SEQTA Direct Message, SMS or telephone. Sensitive information will not be used for direct marketing or fundraising without your consent.

7.2 The School treats marketing and the seeking of donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality-learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising.

- 7.3 Where you have consented to receiving marketing communications from us, your consent will remain current until you advise the School otherwise. However, you can opt out at any time, by:
- contacting the School, either via the contact details provided on the communication received, or via the details at the end of this Policy;
 - advising the School if you receive a marketing call that you no longer wish to receive;
 - or using the unsubscribe facility that is included in the School's commercial electronic messages.
- 7.4 If the School has collected personal information that we use to send you marketing communications from a third party, you can ask us to notify you of the information source and the School will provide this unless this is unreasonable or impracticable.

8. EXCEPTION IN RELATION TO RELATED SCHOOLS

- 8.1 The Privacy Act allows the School, being legally related to other ASC schools, to share personal (but not sensitive) information. Other ASC schools may then only use personal information for the purpose for which it was originally collected. This allows ASC schools to transfer information between them, for example, when a student transfers from an ASC school to another ASC school

9. TO WHOM MAY JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL DISCLOSE YOUR PERSONAL INFORMATION?

- 9.1 From time to time external organisations will have access to the School's data as part of the maintenance of the School's on-site information systems. These organisations can have incidental access to personal information, but they are contractually bound not to copy or disclose any information stored in the School's systems and the Commonwealth Privacy Act also binds these Australian organisations.
- 9.2 The School may share your personal information with third parties where appropriate for the purposes set out under 5. *Why Does John Wollaston Collect Personal Information* including, but not limited to:
- other schools and teachers at those schools;
 - government departments;
 - the Anglican Diocese of Perth, other related church agencies/entities such as Anglicare WA, and schools located in other Dioceses such as Georgiana Molloy Anglican School in the Diocese of Bunbury;
 - the School's local parish, St Matthews Anglican Church, Armadale;
 - assessment and educational authorities;
 - people providing administrative and financial services to the School;
 - health professionals;
 - third parties providing services to the School, including: visiting psychologists, teachers, sport and other co-curricular coaches and teachers;
 - recipients of the School's newsletters and magazines;
 - students and parents/guardians;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information by law, including child protection laws.

10. SENDING INFORMATION OVERSEAS

- 10.1 The School may disclose personal information to parties located overseas in the following situations:
- Parents/Guardians of students who live overseas, including host families for students on exchange.
 - Promotional material will be posted on the School's official social media accounts. Otherwise, staff members are not permitted to copy any personal information about anyone in the School community to any social media sites.

- The School will use cloud-based services, which require some personal information to be sent to data centres external to Australia. Only organisations that have similar regulatory requirements as that of the Commonwealth Privacy Act are used. One such example is an email service that sends bulk email to parents/guardians, e.g. SEQTA. In this situation, only the parents'/guardians' names and email addresses are uploaded. No information is provided that is irrelevant to the operation.
- Individual staff will also use cloud-based services as part of the day-to-day management or assessment of the students in their care. Examples of such services include Office 365, OneDrive and Google Docs.
- As part of the day-to-day management or assessment of the students, individual staff will use School-owned devices that may synchronise and backup to applicable cloud-based services.

11. HOW DOES JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL COLLECT PERSONAL INFORMATION?

- 11.1** When the School collects personal information about you, we will take reasonable steps to outline why the School is collecting the information, whether it will be shared and if it is shared, with whom.
- 11.2** The School will collect personal information in a number of ways, including but not limited to:
- in person e.g. at information mornings or through the School administration;
 - from the School's website <http://www.jwacs.wa.edu.au/>;
 - over the telephone;
 - face-to-face meetings;
 - through hard copy and electronic correspondence, such as letters, emails and SEQTA Direct Messages;
 - on forms, both hard copy and electronic e.g. enrolment applications;
 - through security cameras;
 - from third parties, including doctors and other health professionals.
- 11.3** In some circumstances, the 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 photograph from the School-appointed photographer. When provided with unsolicited personal information, this information will be either kept, destroyed or de-identified as described under *3.4 Unsolicited Personal Information*.

12. IF YOU DON'T PROVIDE JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL WITH YOUR PERSONAL INFORMATION

- 12.1** The School will provide individuals with the option of not identifying themselves, or of using a pseudonym, when dealing with us, if it is lawful and practicable to do so.
- 12.2** In some cases, however, if you do not provide us with your personal information when requested, the School may not be able to provide you with the product or service that you are seeking. If the School requests personal information about a student or parent/guardian, which parents/guardians are unwilling to provide, the School may not be able to enrol or continue the enrolment of a student.

13. CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

- 13.1** The School respects every parent/guardian'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/guardians. The School will treat consent given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will serve as notice given to the student.

- 13.2** Individuals may seek access to personal information held by the School about them or their child by contacting the Privacy Officer (*see Section 20 page 6*). However, there will be occasions when access is denied i.e. when release of the information would have an unreasonable impact on the privacy of others or when the release may result in a breach of the School's duty of care to the student.
- 13.3** Before releasing information, the School may require you to verify your identity and specify the 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.
- 13.4** 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/guardians. This would normally be done only when the student involved has 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.

14. USE OF GOVERNMENT RELATED IDENTIFIERS

- 14.1** The School will not:
- use a government-related identifier of an individual (such as a Medicare number or driver's licence number) as the School's own identifier of individuals;
 - otherwise use or disclose such a government-related identifier, unless this is permitted by the Privacy Act e.g. use of an identifier to verify an individual's identity, or uses or disclosures required or authorised by or under an Australian law.

15. HOW DOES JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL MANAGE AND MAKE SECURE PERSONAL INFORMATION?

- 15.1** School staff are required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.
- 15.2** The School will hold personal information in a number of ways, including in hard copy documents, electronic databases, email contact lists, and in paper files. The School will take reasonable steps to:
- make sure that the personal information that the School collects, uses and discloses is accurate, up-to-date and complete and (in the case of use and disclosure) relevant;
 - protect the personal information that the School holds from misuse, interference and loss and from unauthorised access, modification or disclosure; and
 - destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the APPs.
- 15.3** You can assist the School in keeping your information up-to-date, by informing the School of any changes to your details, such as your name, address, postal address, email address or telephone number. The APPs require the School not to store personal information longer than is necessary.

16. NOTIFICATION OF DATA BREACH

- 16.1** If the School discloses your personal information without your permission and not in accordance with this policy, and such breach is likely to result in serious harm, the School will notify you and the Office of the Australian Information Commissioner (OAIC). If there is unauthorised access to our information systems and this breach is likely to result in harm, we will notify you and the OAIC.
- 16.2** This notification will include a description of the breach, the kinds of information concerned and the steps to be taken as a result of the data breach.
- 16.3** If we are unable to notify individuals, we will publish a statement on the School website and take reasonable steps to publicise the contents of this statement.

17. COLLECTION NOTICES

- 17.1** The *Privacy Policy* must be used in conjunction with the collection notices, to satisfy the requirements in Australian Privacy Principle (APP) 5.2 to ensure that individuals are aware of relevant matters on collection of personal information.
- 17.2** The appropriate Collection Notices must be provided to individuals when personal information is collected and adapted to suit the situation of the School or the ASC. *Please Refer to Appendices 4, 5, 6 and 7.*

18. CORRECTION OF PERSONAL INFORMATION

- 18.1** Please contact the Privacy Officer (*see Section 20 page 6*) if you would like to access or correct the personal information that we currently hold about you. The School may ask you to verify your identity before processing any access or correction requests, to make sure that the personal information the School holds is properly protected.

19. COMPLAINTS

- 19.1** If you have a complaint about how the School has collected or handled your personal information, please contact the Privacy Officer (*see Section 20 page 6*). The Privacy Officer will endeavour in the first instance to deal with your complaint and take any steps necessary to resolve the matter in a timely manner.
- 19.2** If you are unhappy with the School's response, you can refer your complaint to the Office of the Australian Information Commissioner or, in some instances, other regulatory bodies, such as the Australian Communications and Media Authority.
- 19.3** Additional general information about privacy is available on the website of the Office of the Australian Information Commissioner at www.oaic.gov.au or by calling the OAIC's enquiry line at 1300 363 992.

20. CONTACT DETAILS

Please contact the School if you have any queries about the personal information that John Wollaston Anglican Community School holds or the way that we handle your personal information.

Contact: Privacy Officer
Address: John Wollaston Anglican Community School
Centre Road
CAMILLO WA 6111
Email: privacy@jwacs.wa.edu.au
Telephone: (08) 9495 8100

21. CHANGES TO THE JOHN WOLLASTON ANGLICAN COMMUNITY SCHOOL PRIVACY POLICY

This *Privacy Policy* is subject to change at any time. Please check the School's *Privacy Policy* on the John Wollaston Anglican Community School website <http://www.jwacs.wa.edu.au/> regularly for any changes.



AUSTRALIAN PRIVACY PRINCIPLES (APPs)

Schedule 1 of the Privacy Act (1988)

APP 1 - Open and transparent management of personal information

Ensures that the ASC and its schools manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 - Anonymity and pseudonymity

Requires the ASC and its schools give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 - Collection of solicited personal information

Outlines when the ASC and its schools can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 - Dealing with unsolicited personal information

Outlines how the ASC and its schools must deal with unsolicited personal information.

APP 5 - Notification of the collection of personal information

Outlines when and in what circumstances the ASC and its schools that collect personal information must notify an individual of certain matters.

APP 6 - Use or disclosure of personal information

Outlines the circumstances in which the ASC and its schools may use or disclose personal information that it holds.

APP 7 - Direct marketing

An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 - Cross-border disclosure of personal information

Outlines the steps the ASC and its schools must take to protect personal information before it is disclosed overseas.

APP 9 - Adoption, use or disclosure of government related identifiers

Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier or use or disclose a government related identifier of an individual.

APP 10 - Quality of personal information

The ASC and its schools must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 - Security of personal information

The ASC and its schools must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. The ASC and its schools have obligations to destroy or de-identify personal information in certain circumstances.

APP 12 - Access to personal information

Outlines the ASC and its schools' obligations when individuals request to be given access to personal information held about them by the ASC and its schools. This includes a requirement to provide access unless a specific exception applies.

APP 13 - Correction of personal information

Outlines the ASC and its schools' obligations in relation to correcting the personal information it holds about individuals.



MANAGING A DATA BREACH - PROCEDURES

Once it is determined that a data breach has occurred, the following steps must be taken:

STEP 1: Contain the Privacy Breach and do a preliminary assessment

- a. Immediately notify the Privacy Officer. This notification should include (if known at this stage) the time and date the suspected Privacy Breach was discovered, the type of personal information involved, the cause and extent of the Privacy Breach, and who may be affected by the Privacy Breach.
- b. The Privacy Officer must take any immediately available steps to contain the Privacy Breach (e.g. contact the IT Department, if practicable, to shut down relevant systems or remove access to the systems).
- c. In containing the Privacy Breach, evidence should be preserved that may be valuable in determining the cause of the Privacy Breach. This is particularly relevant if there is a Privacy Breach involving information security.
- d. The Privacy Officer must consider if there are any other steps that can be taken immediately to mitigate the harm an individual may suffer from the Privacy Breach.
- e. The Privacy Officer must make a preliminary assessment of the risk level of the Privacy Breach. This will involve an analysis of the risks involved. The following table sets out examples of the different risk levels.

Risk Level	Description
High	Large sets of personal information or highly sensitive personal information (such as health information) have been leaked externally.
Medium	Loss of some personal information records and the records do not contain sensitive information. Low Risk Privacy Breach, but there is an indication of a systemic problem in processes or procedures.
Low	A few names and school email addresses accidentally disclosed to trusted third party (e.g. where email accidentally sent to wrong person). Near miss or potential event occurred. No identified loss, misuse or interference of personal information.

- f. The Privacy Officer must consider if the affected individuals should be notified immediately to mitigate the risk of serious harm to the individuals.
- g. The Privacy Officer must escalate **High Risk** and **Medium Risk** Privacy Breaches to the Principal, Chair of the School Council and ASC CEO.
- h. If there could be media or stakeholder attention as a result of the Privacy Breach, it must be escalated to the Principal, Chair of the School Council and ASC CEO.
- i. If appropriate, the School should consider developing a communications or media strategy to manage public expectations and media interest.
- j. If a Privacy Breach creates a real risk of serious harm to the individual, the affected individuals (and their parents/guardians if the affected individuals are students) and the OAIC should be notified.

STEP 2: Evaluate the risks associated with the Privacy Breach

- a. The Privacy Officer must take any further steps available to contain the Privacy Breach and mitigate harm to affected individuals.
- b. The Privacy Officer must evaluate the risks associated with the Privacy Breach by:

- identifying the type of personal information involved in the Privacy Breach;
 - identifying the date, time, duration, and location of the Privacy Breach;
 - establishing the extent of the Privacy Breach (number of individuals affected);
 - establishing who the affected, or possibly affected, individuals are;
 - identifying what is the risk of harm to the individual/s and the extent of the likely harm (e.g. what was the nature of the personal information involved);
 - establishing what the likely reoccurrence of the Privacy Breach is;
 - considering whether the Privacy Breach indicates a systemic problem with practices or procedures;
 - assessing the risk of harm to the School and the ASC; and
 - establishing the likely cause of the Privacy Breach.
- c. The Privacy Officer should assess priorities and risks based on what is known.
- d. The Privacy Officer does not need to consider a particular matter above if this will cause significant delay in proceeding to **STEP 3**
- e. The Privacy Officer should regularly update the Chair of the School Council, Principal and ASC CEO regarding incident status.

STEP 3: Consider Privacy Breach notifications

- a. The ASC and its schools are required to notify individuals of specific data breaches that affect them and notify the OAIC. When managing a data breach, the ASC and its schools need to determine whether it is an eligible data breach:
- Does the breach meet one of the following criteria:
 - i. Unauthorised access – personal information held by the School is accessed by someone who is not permitted;
 - ii. Unauthorised disclosure – personal information held by the School is disclosed or made visible to others outside of the School;
 - iii. Loss – accidental or inadvertent loss of personal information held by the School.
 - Would the data breach likely result in serious harm to an individual whose personal information was part of the data breach? Examples of serious harm may include:
 - i. Identity theft;
 - ii. Significant financial loss by the individual;
 - iii. Threats to an individual’s physical safety;
 - iv. Loss of business or employment opportunities;
 - v. Humiliation, damage to reputation or relationships;
 - vi. Workplace or social bullying or marginalisation.
- b. Once it is determined that an eligible data breach has occurred, the ASC and its schools will:
- Prepare a statement in accordance with the Act. The statement will set out:
 - i. The identity and contact details of the School;
 - ii. A description of the data breach that the School has reasonable grounds to believe has happened;
 - iii. The kind/s of information concerned; and
 - iv. The recommendations about the steps that individuals should take in response to the data breach, that the entity has reasonable grounds to believe has happened.
- c. Give a copy of the statement to the OAIC as soon as practicable after the School becomes aware of the data breach;

- d. Notify individual(s) as soon as practicable. There are three options for notifying individuals at risk of serious harm, depending on what is practicable for the School:
- notify each of the individuals to whom the relevant information relates – all individuals whose personal information was part of the data breach; or
 - notify only those individuals who are at risk of serious harm from the eligible data breach – particular individual or specific subset of individuals involved in an eligible data breach; or
 - publish a copy of the statement on its website and take reasonable steps to make the statement public. This may be the preferred approach where the data breach affects both past and present students.
- e. Record the data breach in the Notifiable Breach Register. *Please refer to Appendix 3.*

STEP 4: Take action to prevent future Privacy Breaches

- a. The Privacy Officer must enter details of the Privacy Breach and response taken into a Privacy Breach Register. The Privacy Breach Register must be reviewed each year to identify any reoccurring Privacy Breaches.
- b. The Principal must conduct a post-breach review to assess the effectiveness of the School's response to the Privacy Breach and the effectiveness of the Privacy Breach Response Process.
- c. The Privacy Officer must, if necessary, make appropriate changes to policies, procedures and staff training practices, including updating this Privacy Breach Response Protocol.
- d. The Privacy Officer must, if appropriate, develop a prevention plan to address any weaknesses in data handling that contributed to the Privacy Breach and conduct an audit to ensure the plan is implemented.



NOTIFIABLE DATA BREACH REGISTER

Number	Date	Description of Breach	Action take to resolve Breach	Reported to OAIC	Reported to School Council Chair	Reported to ASC CEO	Status
1							
2							
3							
4							



STANDARD PRIVACY COLLECTION NOTICE

- A.** John Wollaston Anglican Community School (the School) collects personal information, including sensitive information about students and parents/guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable him/her to take part in all the activities of the School.
- B.** Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
- C.** Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
- D.** Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPS) under the Privacy Act. The School may ask you to provide medical reports about your child/children from time to time.
- E.** The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, government departments, the Anglican Schools Commission (ASC), the Anglican Diocese of Perth and local parishes, Schools within other dioceses, medical practitioners, and people providing services to the School, including specialist School Psychologists, visiting teachers, sporting coaches, volunteers, debt collection agencies and Commonwealth and State Agencies pursuant to the Education Services for Overseas Students Act 2000.
- F.** If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child
- G.** Personal information collected from students is regularly disclosed to their parents/guardians.
- H.** The School contracts with an external service provider AISWA School Psychology Service to provide psychological services for students. The Principal may require the School Psychologist to inform him/her or other teachers of any issues the School Psychologist believes may be necessary for the School to know for the well-being or development of the student who is counselled or other students at the School.*
- I.** The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia.*
- J.** The School's *Privacy Policy* sets out how parents/guardians or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

STANDARD PRIVACY COLLECTION NOTICE *continued*

- K.** The School's *Privacy Policy* contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
- L.** The School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- M.** On occasions, information and photographs covering academic, sporting and cultural achievements, student activities and similar news are published in School newsletters, quarterly magazines and the annual Year Book, and on the John Wollaston Anglican Community School website at <http://www.jwacs.wa.edu.au/>. The School will obtain separate permissions from the students' parent/guardian prior to publication.
- N.** If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, as the School may disclose this information according to the APPs.

** If applicable*



OLD WOLLASTONIANS ASSOCIATION PRIVACY COLLECTION NOTICE

- A. The Old Wollastonians Association (the Association) may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of John Wollaston Anglican Community School (the School) and to keep alumni members informed about other members.
- B. We must have the information referred to above to enable us to continue your membership of the Association.
- C. From time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the School to assist in its fundraising activities. If you do not agree to this, please advise the Association via email oldwollastonians@gmail.com.
- D. The Association may publish details about you in School newsletters, quarterly magazines and the annual Year Book, and on the John Wollaston Anglican Community School website at <http://www.jwacs.wa.edu.au/>. If you do not agree to this, you must advise the Association via email oldwollastonians@gmail.com.
- E. The School's *Privacy Policy* contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles.
- F. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia.*
- G. If you provide personal information to us about other people, we encourage you to inform them that you are disclosing that information to us and why, as we may disclose this information according to the APPs.

** If applicable*



EMPLOYMENT PRIVACY COLLECTION NOTICE

A. In applying for this position, you will be providing John Wollaston Anglican Community School (the School) with personal information. We can be contacted at:

Contact: The Principal

Address: John Wollaston Anglican Community School
Centre Road
Camillo WA 6111

Email: employment@jwacs.wa.edu.au

Telephone: (08) 9495 8100

- B. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
- C. The Schools *Privacy Policy* contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
- D. We will not disclose this information to a third party without your consent.
- E. We are required to conduct a criminal record check through the National Police Check and request a Working with Children Check. We may also collect personal information about you in accordance with these laws.
- F. The School may use online or ‘cloud’ service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider’s servers, which may be situated outside Australia.*
- G. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.*

** If applicable*



CONTRACTOR / VOLUNTEER PRIVACY COLLECTION NOTICE

A. In applying to provide services to the John Wollaston Anglican Community School (the School), you will be providing the School with personal information. We can be contacted at:

Contact: Business Manager

Address: John Wollaston Anglican Community School
Centre Road
Camillo WA 6111

Email: BM@jwacs.wa.edu.au

Telephone: (08) 9495 8100

B. If you provide us with personal information, for example, your name and address, insurance and indemnity details or information contained on your resume/company information statement, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

C. You agree that we may store this information for twelve (12) months.

D. The School's *Privacy Policy* contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

E. We will not disclose this information to a third party without your consent.

F. We are required to conduct a criminal record check through the National Police Check and request a Working with Children Check. We may also collect personal information about you in accordance with these laws.

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

H. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.*

** If applicable*