

# Privacy Policy

## Your Privacy is Important

This Privacy Policy outlines how Brisbane Girls Grammar School (the **School**) collects, stores, uses and discloses your personal information.

We are required by the *Privacy Act 1988* (Cth) (the **Privacy Act**) to have an up-to-date privacy policy with information about how the School collects, uses and manages your personal information, including personal information collected via our website. This policy describes how we will comply with our obligations under the Privacy Act.

“Personal Information” is any information that can identify you or that can reasonably enable your identification. This information could include information such as your name, postal or email address, date of birth or financial details.

As we are committed to protecting the privacy of individuals, we will only collect, store, use and disclose your personal information in accordance with the Privacy Act and this Privacy Policy.

You should note that other websites may be accessible from our website through hyperlinks. Those other websites may not be subject to this Privacy Policy. You should review the privacy policy of each of those websites and assess whether those policies are acceptable to you before you use those websites.

## What kind of information does the School collect?

The type of information the School collects and holds from you will depend on the dealings you have with the School. For example, the School may collect and hold personal information about:

- students and parents and/or guardians 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.

Depending on the reason for collection of your personal information, the personal information collected by the School may include your name, contact details and financial details.

We may also collect sensitive information from you including health information about students and information about a student’s racial or ethnic origin. Sensitive information will be only collected where you consent to the collection and the sensitive information is reasonably necessary for one of the School’s functions.

## How does the School collect your personal information?

The School will generally collect your personal information as much as possible directly from you including from forms filled out by parents/guardians or students, face-to-face meetings and interviews, and telephone calls with you.

On occasion, we may collect your personal information from third parties. For example, personal information may be provided to us by a health report provided by a medical professional or a reference from a staff member of another school.

Most of the time we will seek your consent to any collection, use or disclosure of your personal information. Your consent will usually be in writing but we may accept verbal consent in certain circumstances. Sometimes your consent may be implied through your conduct with us.

Irrespective of the way in which your personal information is collected, it is used and managed in accordance with this Privacy Policy and the Privacy Act.

## How will the School use the personal information you provide?

We may collect, hold, use or disclose your personal information for the following general purposes:

- to identify you;
- for the purposes for which your personal information is originally collected;
- for a purpose to which you have consented;
- for any other purpose authorised or required by an Australian law, including (but not limited to) the following laws:
  - *Child Protection Act 1999* (Qld)
  - *Education (General Provisions) Act 2006* (Qld), and the *Education (General Provisions) Regulation 2012* (Qld)
  - *Education (Accreditation of Non-State Schools) Act 2001* (Qld) and *Education (Accreditation of Non-State Schools) Regulation 2001* (Qld)
  - *Education Services for Overseas Students Act 2000* (Cth)
  - *Education (Queensland College of Teachers) Act 2005* (Qld)
  - *Education (Queensland Studies Authority) Act 2002* (Qld) and *Education (Queensland Studies Authority) Regulation 2002* (Qld)
  - *Public Health Act 2005* (Qld)
  - *Australian Education Act 2013*
  - *Australian Education Regulation 2013*
- for any other purpose authorised or required by or a court/tribunal order;
- for enforcement related activities conducted by, or on behalf of, an enforcement body;
- for the purposes specified in sections below entitled 'Students and Parents/Guardians' and 'Volunteers'; or
- soliciting donations and sending marketing materials.

### **Students and Parents/Guardians**

In relation to personal information of students and parents/guardians, the School's primary purpose of collection is to enable the School to provide education for the student. This includes satisfying the needs of both parents/guardians and students throughout the whole period the student is enrolled at the School.

The purposes for which the School uses personal information of students and parents/guardians include:

- correspondence with parents/guardians to keep parents/guardians informed about matters related to their child's schooling (including student's progress reports);
- publication of School newsletters, magazines and articles on our website;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing (including disclosing student's personal information and health information to medical practitioners in an emergency);
- to request any previous school the student attended provide confirmation that all fees associated with the student's schooling have been paid in full;

- the collection of debts owed to the School; and
- seeking donations and other fundraising activities for the School.

We may publish the contact details of parents/guardians in a class list and School directory. If you do not consent to your contact details being published in a class list and/or School directory, you must notify the School.

### **Volunteers**

The School also obtains personal information about volunteers who assist the School in its functions or associated activities, such as alumni associations and parent/guardian support groups to enable the School and the volunteers to work together.

## **Anonymity and consequences of not providing personal information**

If it is lawful and practicable to do so, we may offer you the opportunity of dealing with us anonymously or by using a pseudonym. For example, when you make a general inquiry about the School.

However, it is not possible for the School to enrol or continue the enrolment of a student or provide education for the student if the student or her parents/guardians wish to interact with us anonymously or using a pseudonym.

## **Who might the School disclose personal information to?**

The School may disclose your personal information, including sensitive information, held about an individual to:

- another School;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers and coaches;
- recipients of School publications, like newsletters and magazines;
- parents and guardians of the individual;
- anyone the School is authorised to disclose personal information to; and
- organisations assisting the School conduct its fundraising activities.

We will not sell your personal information to other organisations. We will generally only give another organisation access to your personal information when the other organisation is providing services to BGGGS to help us provide education related services.

We may also share your personal information with an organisation where we have obtained your consent.

## **Disclosure of information overseas**

We may disclose personal information to overseas recipients as outlined in this section. The countries in which those recipients are likely to be located are the United States of America, the United Kingdom, Germany, France, Hong Kong, China, Singapore, Japan, Turkey, Cambodia, Borneo and the Netherlands.

The School will only disclose your personal information to a recipient overseas (for example, where we have outsourced a business activity or function to an overseas service provider) in accordance with the Privacy Act, where we take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to the information.

Otherwise, we may disclose your personal information to a recipient overseas in accordance with the Privacy Act where:

- you have consented to the disclosure after first informing you that if you consent we are not required to take steps to ensure that the overseas recipient of the information does not breach the Privacy Act;
- we reasonably believe that the overseas recipient is subject to a law or binding scheme that protects the information in a way that is substantially similar to the way the information is protected under the Privacy Act and the Australian Privacy Principles, and there are mechanisms you can access to take action to enforce that protection; or
- the disclosure is required or authorised by an Australian law or a court order.

## Direct marketing

Marketing and fundraising activities play an important role in ensuring that the School continues to be a quality learning environment in which both students and staff thrive.

From time to time, the School may use your personal information to send fundraising and marketing information about the School to you.

Personal information held by the School may be disclosed to an organisation that assists the School with its marketing and fundraising.

If you do not want to receive any such information you can contact us and let us know:

- By phone on (07) 3332 1300; or
- By email to [communications@bggs.qld.edu.au](mailto:communications@bggs.qld.edu.au).

Once you let us know that you do not want to receive this information we will stop sending you such information.

## How is your information protected?

We take all reasonable precautions to safeguard your personal information from loss, interference, misuse, unauthorised access, modification or disclosure. We do this through a number of ways:

- locked storage of paper records;
- password restricted access to computerised records; and
- internal policies in relation to access to personal information.

## How you can update your personal information

It is important that personal information we collect from you is accurate, complete and up-to-date. During the course of our relationship with you we will ask you to keep us informed of any changes to your personal information. You may contact us at any time to update your personal information held by the School.

The School will destroy or de-identify any personal information which is no longer required by the School for any purpose for which we may use or disclose it, unless we are required by or under an Australian law or a court order to retain it.

## How you can access your personal information

You may request access to and correction of any personal information which the School holds about you by contacting us in any of the following ways:

By telephone: (07) 3332 1300

In writing: Gregory Terrace, Brisbane Qld 4000 or facsimile (07) 3832 6097

By email: [admin@bggs.qld.edu.au](mailto:admin@bggs.qld.edu.au)

Contact: TASS Database Manager

In accordance with the Privacy Act we may refuse you access to personal information in a number of circumstances such as where:

- giving access to the information would pose a serious threat to the life, health or safety of anyone, or to public health or public safety;
- giving access would have an unreasonable impact on the privacy of other individuals;
- your request for access is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings with you and would not be available under the discovery process;
- giving access would reveal our position in negotiations with you;
- giving access would be unlawful;
- denying access is required or authorised by an Australian law or court order;
- giving access would prejudice taking action in relation to unlawful activity or misconduct relating to the School's functions or activities;
- giving access would prejudice enforcement activities of an enforcement agency; or
- giving access would reveal evaluative information generated in connection with a commercially sensitive decision-making process.

The School may require verification of identity and the specifics of what information is required.

The School may charge a reasonable fee to cover the cost of processing an application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School can advise the likely cost in advance.

We will seek to handle all requests for access to your personal information as quickly as possible.

Generally, the School will refer any third party requests for consent and notices in relation to the personal information of a student to the student's parents/guardians.

Generally, the School will provide access to personal information under this section to the parents/guardians of a student. 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 maturity of the students and/or the student's personal circumstances so warranted.

## Complaints

If you have reason to believe that the School has not protected your personal information in accordance with this Privacy Policy and the requirements of the Privacy Act, you may lodge a complaint with us in any of the following ways:

By telephone: (07) 3332 1300

In writing: Gregory Terrace, Brisbane Qld 4000 or facsimile (07) 3832 6097

By email: [admin@bggs.qld.edu.au](mailto:admin@bggs.qld.edu.au)

We will promptly consider your complaint and respond in writing. During our consideration of your complaint we may ask you to provide further information in relation to your complaint.

You may also contact us using the above details if you would like further information about the way the School manages your personal information.

If you are not satisfied with our response to your complaint you can refer your complaint to the Australian Information Commissioner in writing to the Director of Compliance, Office of the Australian Information Commissioner, GPO Box 5218, Sydney NSW 2001.

If you have any queries about how to lodge a complaint you can contact the Office of the Australian Information Commissioner by telephoning 1300 363 992.

## Changes to this privacy policy

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

If we change our Privacy Policy we will place an updated version on our website: [www.bggs.qld.edu.au](http://www.bggs.qld.edu.au)