



Privacy Collection Notice

We collect personal information from students, parents, prospective parents, job applicants, staff, volunteers and others including alumni, contractors, visitors and others that come into contact with the school.

The Illawarra Grammar School uses and manages personal information provided to or collected by it.

The School is bound by the requirements of the Commonwealth Privacy Act 1998 and the 13 Australian Privacy Principles as well as the requirements of the Health Records and Information Privacy Act 2002 (NSW). The 13 Australian Privacy Principles can be viewed at the website of the Office of the Australian Information Commissioner

<https://www.oaic.gov.au>

This document also describes:

- Who the School collects information from;
- The types of personal information collected and held by the School;
- How this information is collected and held;
- The purpose for which this personal information is collected, held, used and disclosed;
- How to gain access to your personal information and seek its correction;
- How to complain or inquire about our collection, handling, use or disclosure of your personal information and how your complaint or inquiry will be handled;
- Whether we are likely to disclose your personal information to any overseas recipients

How we collect personal information

How we collect personal information will largely be dependent upon whose information we are collecting. If it is reasonable and practical to do so, we collect personal information directly from you.

Where possible the school has attempted to standardise the collection of personal information by using specifically designed forms (e.g. an Enrolment Form or a Health Information Disclosure Form). However, given the nature of our operations, we often also receive personal information by email, letters, notes, over the telephone, in face to face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.

We may also collect personal information from other people (e.g. a personal reference) or independent sources (e.g. a telephone directory), however we will only do so where it is not reasonable and practical to collect the information from you directly.

Sometimes we may be provided with your personal information without having sought it through our normal means of collection. We refer to this as "unsolicited information". Where we collect unsolicited information we will only hold, use and/or disclose that information if we could otherwise do so had we collected it by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the information as appropriate.

- Any information that we collect is used to provide educational services and discharge a duty of care.
- If the required personal information is not collected this may result in an enrolment not proceeding.
- The School will only use personal information that is reasonably necessary for one or more functions or activities (the primary purpose) or a related secondary purpose that would be reasonably expected by you, or to which you have consented.

In relation to personal information of students and parents, the School's primary purpose of collection is to enable the School 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 the School.

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

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after students' educational, social and medical wellbeing;
- To satisfy the School's legal obligations and allow the School to discharge its duty of care;
- Seeking donations and marketing for the School.

Personal information is disclosed only if one or more of the following apply:

- you have consented;
- you would reasonably expect us to use or disclose your personal information in this way;
- we are authorised or required to do so by law;
- disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety;
- where another permitted general situation or permitted health situation exception applies;
- disclosure is reasonably necessary for a law enforcement related activity.

The School 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)
- We have satisfied ourselves that the overseas recipient is compliant with Australian Privacy Principles, or a similar privacy regime.
- The School may also store personal information in the 'cloud', which may mean that it resides on servers, which are situated outside of Australia.

If you would like further information about the way the School manages the personal information it holds or wish to complain if you believe the School has breached the Australian Privacy Principles, please contact the School at <http://www.tigs.nsw.edu.au/contact-us>

The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made. You can contact us about this Policy or about your personal information by:

- Emailing: privacy@tigs.nsw.edu.au
- Calling 02 422 00200
- Writing to the Compliance Manager PO Box 225 Figtree NSW 2525

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