

HORIZONS COLLEGE – POLICY & PROCEDURE

PRIVACY POLICY



Purpose: Horizons College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.

Scope: The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

References:

- Australian Privacy Principles
- Privacy Act 1988 (Cth)
- Child Protection Policy

Policy Name:	Privacy Policy		Version 202310_01
Policy Type:	Mandatory Policies, Frameworks and Strategies		
Supersedes:	Privacy Policy – Version 202207_01		
Authorised by:	Board Chair	Date of Authorisation:	October 2023
Review Date:	Annually, and/or as appropriate, to take account of new laws and technology, changes to school’s operations and practices and to make sure it remains appropriate to the changing environment.	Next Review Date:	October 2024
Policy Owner:	Principal		

Note: Policy types marked with asterisks as follows are:

* published on school website

** only mandatory for schools incorporated through the *Corporations Act 2001* (Cth)

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Exception in relation to employee records

Under the *Privacy Act 1988* (Cth) (**Privacy Act**), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the Horizons College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Horizons College and employee.

Policy

This Privacy Policy sets out how Horizons College manages personal information provided to or collected by it. Horizons College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act*. Horizons College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Horizons College's operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does Horizons College collect and how does Horizons College collect it?

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

- students and parents/carers before, during and after the course of a student's enrolment at the School:
 - name, contact details (including next of kin), date of birth, gender, language, background, previous school reports and religion;
 - parents'/carers' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at school events.
- job applicants, staff members, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with the School including name and contact details and any other information necessary for the particular contact with the school.

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Personal Information you provide

Horizons College will generally collect personal information held about an individual by way of forms filled out by parents/carers or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents/carers and students provide personal information.

Personal Information provided by other people

In some circumstances Horizons College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional, a reference or information from another school or a referee for a job applicant. If a student transfers to a new school, the new school may collect personal information about the student from the student's previous school to facilitate the transfer of the student.

Personal Information from other sources

We may also collect personal information through surveillance activities (such as CCTV security cameras) and student email monitoring.

How will Horizons College use the personal information you provide?

Horizons College 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 by you, or to which you have consented.

Students and Parents/Carers

In relation to personal information of students and parents/carers, Horizons College's primary purpose of collection is to enable Horizons College to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school. This includes satisfying the needs of parents/carers, the needs of the students and the needs of Horizons College throughout the whole period the student is enrolled at Horizons College.

The purposes for which Horizons College uses personal information of students and parents/carers include:

- to keep parents/carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of Horizons College;
- looking after students' educational, social and health wellbeing;
- seeking donations and marketing for Horizons College; and
- to satisfy Horizons College's legal obligations and allow Horizons College to discharge its duty of care.

In some cases where Horizons College requests personal information about a student or parent/carer, if the information requested is not provided, Horizons College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our website and social media. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Horizons College will obtain permissions annually from the student's parent/carer (and from the student if appropriate) when we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.

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Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Horizons College'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 Horizons College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for Horizons College; and
- to satisfy Horizons College's legal obligations, for example, in relation to child protection legislation.

Volunteers

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

The purposes for which Horizons College uses personal information of volunteers include:

- to contact the volunteer about, and administer, the volunteer position;
- for insurance purposes; and
- to satisfy Horizons College's legal obligations, for example, in relation to child protection legislation.

Marketing and fundraising

Horizons College treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that Horizons College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Horizons College may be disclosed to organisations that assist in the school's fundraising.

Parents/carers, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If you would like to opt-out of direct marketing please contact the Principal on 5428 0104 or by emailing admin@horizonscollege.qld.edu.au.

Who might Horizons College disclose Personal Information to and store your information with?

Horizons College may disclose personal information, including sensitive information, held about an individual for educational, legal, care and administrative purposes, marketing and support purposes. This may include to:

- another school or staff at another school, including a new school to which a student transfers to facilitate the transfer of the student;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing education, support and health services to Horizons College, including specialist visiting teachers, counsellors and sports coaches and providers of learning and assessment tools;
- organisations that assist us with fundraising and marketing;

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- providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection, students with additional needs and for the purpose of administering Google Apps for Education and ensuring its proper use (see the section “Sending and storing information overseas”);
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- people providing administrative and financial services to Horizons College;
- the provider of our information management and storage system and other information technology services;
- recipients of Horizons College publications, such as newsletters and magazines;
- students' parents/carers;
- anyone you authorise Horizons College to disclose information to;
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

How we store personal information

We store your personal information in hard copy and electronically. We use information management and storage systems provided by third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the school in connection with the systems.

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. See further the section below “Sending and storing information overseas”.

Sending and Storing Information Overseas

Horizons College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Horizons College 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)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Horizons College may use online or 'cloud' service providers to store personal information and to provide services to Horizons College 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 be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Apps for Education' (GAFE) including Gmail, and stores and processes limited personal information for this purpose. School personnel and the AIS and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering GAFE and ensuring its proper use.

The data centres where the personal information is likely to be kept are located in the USA, Taiwan, Singapore, Ireland, Netherlands and Belgium.

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Sensitive Information

In referring to 'sensitive information', Horizons College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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.

Management and security of personal information

Horizons College's staff are required to respect the confidentiality of students' and parents'/carers' personal information and the privacy of individuals. Horizons College has in place steps to protect the personal information Horizons College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
 - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
 - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the school do in the event of an 'eligible data breach'?

If Horizons College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Horizons College will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the school entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Horizons College will publish a copy of the statement on its website, or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

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Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Horizons College holds about them and to advise Horizons College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents/carers, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Horizons College holds about you or your child, please contact the Principal in writing. Horizons College may require you to verify your identity and specify what information you require. Horizons College 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, Horizons College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons) and how to complain.

Horizons College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

Consent and Rights of Access to the Personal Information of Students

Horizons College respects every parent's/carer's right to make decisions concerning their child's education. Generally, Horizons College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/carers. Horizons College will treat consent given by parents/carers as consent given on behalf of the student, and notice to parents/carers will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by Horizons College about them or their child by contacting the Principal. 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 the Horizons College's duty of care to a student.

Horizons College may, at its discretion, on the request of a student grant that student access to information held by Horizons College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and Complaints

If you would like further information about the way Horizons College manages the personal information it holds, or wish to make a complaint about Horizons College's breach of the Australian Privacy Principles please contact the Principal on 5428 0104. Horizons College 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.

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APPENDIX 1

Standard Collection Notice

1. Horizons College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Horizons College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Horizons College to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to take part in all the activities of Horizons College.
2. Some of the information we collect is to satisfy Horizons College's legal obligations, particularly to enable Horizons College to discharge its duty of care.
3. 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.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. Horizons College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - people providing administrative and financial services to Horizons College;
 - anyone you authorise Horizons College to disclose information to; and
 - anyone to whom Horizons College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Horizons College may use online or 'cloud' service providers to store personal information and to provide services to Horizons College 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. Further information about Horizons College's use of on online or 'cloud' service providers is contained in Horizons College's Privacy Policy.
8. Horizons College's Privacy Policy, accessible on Horizons College's website, sets out how parents/carers or students may seek access to and correction of their personal information which Horizons College has collected and holds. However, access may be refused in certain circumstances such as where access would

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have an unreasonable impact on the privacy of others, where access may result in a breach of Horizons College's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. Horizons College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled
10. Horizons College may engage 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 Horizons College'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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in Horizons College newsletters and magazines, on website and social media. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Horizons College will obtain permissions on enrolment from the student's parents/carers (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide Horizons College 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 Horizons College and why.

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APPENDIX 2

Employment Collection Notice

1. In applying for this position, you will be providing Horizons College with personal information. We can be contacted at:
Horizons College, 2 King Street, Caboolture QLD 4510
Phone: 07 5428 0104
Email: admin@horizonscollege.qld.edu.au
2. 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.
3. Horizons College's Privacy Policy, accessible on Horizons College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which Horizons College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations e.g. support vendors that provide services around staff administration systems.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. Horizons College may use online or 'cloud' service providers to store personal information and to provide services to Horizons College that involve the use of personal information, such as email services. 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. Further information about Horizons College's use of on online or 'cloud' service providers is contained in the Horizons College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Horizons College and why.

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APPENDIX 3

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to Horizons College, you will be providing Horizons College with personal information. We can be contacted at:
Horizons College, 2 King Street, Caboolture QLD 4510
Phone: 07 5428 0104
Email: admin@horizonscollege.qld.edu.au
2. 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. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 12 months.
4. Horizons College's Privacy Policy, accessible on Horizons College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which the School has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to. We usually disclose this kind of information to the following types of organisations e.g. support vendors that provide services around administration systems.
6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect other personal information about you in accordance with these laws.
7. Horizons College 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. Further information about Horizons College's use of on online or 'cloud' service providers is contained in Horizons College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Horizons College and why.