

1. Privacy Policy

Purpose: Impact Community ACADEMY is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the ACADEMY and describes how the ACADEMY 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 ACADEMY site; and describes the type of information the ACADEMY collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

Authorised by: ICA Board **Version No:** 20241014

References:

- [Australian Privacy Principles](#)
- [Privacy Act 1988](#)
- [ICA-POL002 Complaints Handling Policy](#)
- [ICA-POL009 Disability Discrimination Policy](#)
- [ICA-POL004 Child Protection Policy](#)
- [ICA002 Complaints Handling Procedure](#)

Review Date: Annual **Next Review Date:** 20251014

Policy Owner: Impact Community ACADEMY – Board of Directors

2. Exception in Relation to Employee Records

Under the *Privacy Act 1988* (Cwlth) (**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 Impact Community ACADEMY's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Impact Community ACADEMY and employee.

3. Policy

This Privacy Policy sets out how Impact Community ACADEMY manages personal information provided to or collected by it. Impact Community ACADEMY is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cwlth). Impact Community ACADEMY may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Impact Community ACADEMY's operations and practices and to make sure it remains appropriate to the changing school environment.

4. Students and Parents

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

The purposes for which Impact Community ACADEMY 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 of Impact Community ACADEMY
- looking after student's educational, social and medical wellbeing

- seeking donations and marketing for Impact Community ACADEMY
- to satisfy Impact Community ACADEMY's legal obligations and allow the school to discharge its duty of care.

In some cases where Impact Community ACADEMY requests personal information about a student or parent, if the information requested is not provided, Impact Community ACADEMY 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 ACADEMY newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, school camps and school excursions.

The ACADEMY will obtain permissions [annually] from the student's parent or guardian (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.

5. Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, Impact Community ACADEMY'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 Impact Community ACADEMY 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 the ACADEMY
- to satisfy the ACADEMY's legal obligations, for example, in relation to child protection legislation.

6. Volunteers

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

7. Marketing and Fundraising

Impact Community ACADEMY treats marketing and seeking donations for the future growth and development of the ACADEMY as an important part of ensuring that Impact Community ACADEMY continues to provide a quality learning environment in which both students and staff thrive.

Parents/guardians, staff, volunteers, contractors and other members of the wider ACADEMY community may from time to time receive relevant marketing and fundraising information through ACADEMY publications, like newsletters and magazines.

If you would like to opt-out of direct marketing please contact the ACADEMY principal.

8. Personal Information

8.1. What kinds of personal information does the ACADEMY collect and how does the ACADEMY collect it?

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

8.1.1. Students and Parents and/or Guardians ('Parents')

Before, during and after the course of a student's enrolment at the ACADEMY:

- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
- parents' education, occupation and language background;
- medical information (e.g. details of disability and/or allergies, absence notes, medical reports, and names of doctors);
- medication and dosage information (where medication is to be administered during ACADEMY hours either on a regular basis or in an emergency situation eg: EpiPen or Ventolin)
- conduct and complaint records, or other behaviour notes, and ACADEMY 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 ACADEMY events.

8.1.2. 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 ACADEMY events;
- workplace surveillance information;
- work emails and private emails (when using work email address) and Internet browsing history

8.1.3. Other People

Other people who come into contact with the ACADEMY including name and contact details and any other information necessary for the particular contact with the ACADEMY.

8.2. Personal Information you provide:

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

8.3. Personal Information provided by other people:

In some circumstances Impact Community ACADEMY may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

8.4. How will the ACADEMY use the personal information you provide?

Impact Community ACADEMY 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.

8.5. Who might the ACADEMY disclose Personal Information to and store your information with?

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

- another school or staff at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the ACADEMY, including specialist visiting teachers, sports coaches, volunteers, counsellors and 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 Impact Community ACADEMY
- recipients of ACADEMY publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorise Impact Community ACADEMY to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

8.6. Management and Security of Personal Information

Impact Community ACADEMY staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Impact Community ACADEMY has in place steps to protect the personal information the ACADEMY 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.

8.7. 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 Impact Community ACADEMY holds about them and to advise Impact Community ACADEMY 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, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Impact Community ACADEMY holds about you or your child, please contact the principal in writing. Impact Community ACADEMY may require you to verify your identity and specify what information you require.

Impact Community ACADEMY 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, Impact Community ACADEMY 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.

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

9. Consent and Rights

9.1. Consent and Rights of Access to the Personal Information of Students

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

As mentioned above, parents may seek access to personal information held by Impact Community ACADEMY 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 Impact Community ACADEMY's duty of care to a student.

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

9.2. Withdrawal of Consent to Release of Personal Information

Impact Community ACADEMY employees will ensure that;

- students are informed of their right to withdraw their consent to release information at any time
- the process for withdrawal of consent be easy and accessible (i.e. verbal or in writing to an authorised Impact Community ACADEMY employee)
- the student is informed of the possible consequences of withdrawing their consent i.e. there may be limitations to the provision of services
- once student has withdrawn consent the organisation cannot rely on the student's past consent for any future use or disclosure of personal information

10. Sending Information Overseas

Impact Community ACADEMY may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Impact Community ACADEMY 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.

11. Storing Information

Impact Community ACADEMY shall use online or 'cloud' service providers to store personal information and to provide services to Impact Community ACADEMY that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications.

Some limited personal information shall also be provided to these service providers to enable them to authenticate users that access these services. This personal information will be stored in the 'cloud' which means that it shall reside on a cloud service provider's server which will be situated within Australia.

ACADEMY personnel 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 the cloud environment and ensuring its proper use.

12. Sensitive Information

In referring to 'sensitive information', Impact Community ACADEMY 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 required by law.

13. Data Breaches

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

<https://impactcommunityservices.sharepoint.com/sites/QMSTeam/Shared Documents/New School/#Approved policies and procedures/ICA-POL007 Privacy Policy.docx>

- 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.

13.1. What must the ACADEMY do in the event of an 'eligible data breach'?

If Impact Community ACADEMY 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 Impact Community ACADEMY will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the ACADEMY entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Impact Community ACADEMY will publish a copy of the statement on its website or publicise it in another manner.

13.2. 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.

14. Enquiries and Complaints

If you would like further information about the way Impact Community ACADEMY manages the personal information it holds or wish to make a complaint about Impact Community ACADEMY's breach of the Australian Privacy Principles, please contact the principal at admin@impactca.com.au. Impact Community ACADEMY 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.

15. Review

This policy will be reviewed following any privacy-related incidents and in any event, annually. Any questions or concerns with this policy should be directed to the principal.