

# PRIVACY POLICY

Independent Schools of Queensland (ISQ) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

ISQ collects personal and sensitive information from you for the primary purpose of providing services to member schools. All information collected by The Association is treated as confidential and is stored in a secure location. The information collected may be passed onto another association or organisation, a government department; a medical practitioner; and/or anyone you authorise The Association to disclose information to.

You may access personal information held about you by contacting The Association's Executive Director in writing.

## ISQ PRIVACY STATEMENT

Your privacy is important. Independent Schools Queensland is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

This statement outlines the privacy policy of ISQ and describes how The Association uses and manages personal information provided to or collected by it.

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

### **What kind of personal information does The Association collect and how does The Association collect it?**

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

- Principals, staff and students of member schools;
- Job applicants, staff members of The Association, volunteers and contractors;
- Other people who come into contact with The Association.

### **Personal Information you provide:**

The Association will generally collect personal information about an individual by way of forms filled out by employees, school personnel, parents and students, face-to-face meetings and interviews, and telephone calls. On occasions, people other than those associated with member schools provide personal information.

### **Personal Information provided by other people:**

In some circumstances The Association 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 association or organisation.

### **Exception in relation to employee records:**

Under the Privacy Act the National Privacy Principles do not apply to an employee's record. As a result, this Privacy Policy does not apply to The Association's treatment of an employee's record,

where the treatment is directly related to a current or former employment relationship between The Association and employee.

### **How will the Association use the personal information you provide?**

The Association 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 are reasonably expected, or to which you have consented.

### **Pupils and Parents:**

In relation to personal information about personnel from member schools, The Association's primary purpose of collection is to enable The Association to provide services to the member school. The purposes for which The Association uses personal information from member schools include:

- supplying professional development needs;
- making decisions about funding for member schools with regard to funded and special programs;
- developing networks in subject areas.

In some cases The Association may request personal information about a pupil or other person. If the information requested is not supplied, The Association may not be able to recommend the supply of funds or provide in-service or academic programs.

### **Job applicants, staff members and contractors:**

In relation to personal information relating to job applicants, staff members and contractors, The Association'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 The Association 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;
- to satisfy The Association's legal obligations, for example, in relation to child protection legislation.

### **Volunteers:**

The Association also obtains personal information about volunteers who assist The Association in its functions or conduct associated activities that enable The Association and volunteers to work together.

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

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

- another association or organisation;
- a government department;
- a medical practitioner;
- anyone you authorise The Association to disclose information to.

### **How does the Association treat sensitive information?**

In referring to 'sensitive information', The Association means: information relating to a person's racial or ethnic origin, political opinion, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, and health 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:**

Members of staff of The Association are required to respect the confidentiality of school personnel, pupils' and parents' personal information and the privacy of individuals. The Association has in place

steps to protect the personal information The Association holds from misuse, loss, unauthorised access, modification or disclosure by the use of various methods, including locked storage of paper records and pass-worded access rights to computerised records.

**Updating personal information:**

The Association endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by The Association by contacting the Executive Director or Deputy Executive Director & Director (Operations) at any time. The National Privacy Principles require The Association not to store personal information longer than necessary.

**You have the right to check what personal information The Association holds about you:**

Under the Commonwealth Privacy Act, individuals have the right to obtain access to any personal information which The Association holds about them and to advise the Association of any perceived inaccuracy. There are some exceptions to this right set out in the Act. For example, such exclusions might 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 duty of care to a student whose information the Association holds.

To make a request to access any information The Association holds about you please contact the Executive Director or the Deputy Executive Director & Director (Operations) in writing. The Association may require you to verify your identity and specify what information you require.

The Association 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 Association will advise the likely cost in advance.

**ENQUIRIES:**

If you would like further information about the way The Association manages the personal information it holds, please contact the Deputy Executive Director & Director (Operations).

4 August 2011