

Privacy Policy

Purpose	<p>The River School and The River School Early Childhood Centre (ECC) are 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.</p> <p>In addition, early childhood education and care services require personal information from families to provide appropriate and responsive care. This information needs to be maintained and managed by the ECC in a private and confidential manner. The ECC will maintain private and confidential files for educators, children and their families. These records will be securely stored and maintained.</p>	
Scope	<p>The policy applies to Board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school and the Early Childhood Centre sites; and describes the type of information the school and ECC collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.</p>	
Responsibility	School Principal	
Legislation	<ul style="list-style-type: none"> • Australian Privacy Principles • Privacy Act 1988 (Cth) 	
Related Policies & Documents	<ul style="list-style-type: none"> • Child Protection Policy • Disabilities Policy 	
Status	Draft	Supersedes PP2022
Last Review Date	March 2023	Next Review Date March 2024
Review Cycle	Annually, as appropriate, to take account of new laws and technology changes to the School and ECC operations and practices and to make sure it remains appropriate to the changing environment.	Version ID PP2023
Authorisation	Board Chair	Date of Authorisation
Policy Owner:	AME Ltd Board	

3. What kinds of personal information does the School and ECC collect and how does the School and ECC collect it?

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

- students and parents and/or guardians ('Parents') 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 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);
 - 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.

Personal Information you provide:

The River School and ECC 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 may provide personal information.

Personal Information provided by other people:

In some circumstances The River School and ECC 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 or early childhood centre.

How will the School use the personal information you provide?

The River School and ECC 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

In relation to personal information of students and parents, The River School and ECC's primary purpose of collection is to enable The River School and ECC to provide schooling and/or care to students enrolled at the School and ECC, 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 and ECC. This includes satisfying the needs of parents, the needs of the students and the needs of The River School and ECC throughout the whole period the student is enrolled at the School and ECC.

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

- to keep parents informed about matters related to their child's schooling and /or care, through correspondence, newsletters and social media (with parental consent)
- day-to-day administration of The River School and ECC
- looking after student's educational, social and medical wellbeing
- seeking donations and marketing for The River School and ECC
- to satisfy The River School and ECC's legal obligations and allow the school to discharge its duty of care.

In some cases where The River School and ECC requests personal information about a student or parent, if the information requested is not provided, The River School and ECC 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 and ECC newsletters and magazines, on our intranet [and on our website and closed School and class Facebook sites] this may include photographs and videos of student activities such as sporting events, school camps and school excursions.

The School and ECC 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.

Job applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, The River School and ECC'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 School and ECC 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 School or ECC; and
- to satisfy the School and ECC's legal obligations, for example, in relation to child protection legislation.

Volunteers

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

Marketing and fundraising

The School and ECC treats marketing and seeking donations for the future growth and development of the School and ECC as an important part of ensuring that the School and ECC continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School and ECC may be disclosed to organisations that assist in fundraising, for example, the School's Parent & Friends Committee.

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

4. Who might the School / ECC disclose Personal Information to?

The River School and ECC may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, complaints resolution, marketing and support purposes. This may include to:

- another school or staff at another school
- another Early Childhood Centre or staff at another Early Childhood Centre
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and health services to the School /ECC, 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 The River School and ECC
- the School Board — Ananda Marga Education Ltd
- recipients of School /ECC publications, such as newsletters and magazines
- students' parents or guardians
- anyone you authorize The River School and ECC to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

5. Sending and Storing Information Overseas

The River School and ECC may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, The River School and ECC 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.

The River School and ECC may use online or 'cloud' service providers including 'dropbox' to store personal information and to provide services to The River School and ECC 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' 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 Microsoft Office systems 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.

6. Sensitive Information

In referring to 'sensitive information', The River School and ECC 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.

7. Management and Security of Personal Information

The River School and ECC staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. The River School and ECC has in place steps to protect the personal information The River School and ECC 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 computerized records.

8. 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 The River School or ECC 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 The River School or ECC will be required to lodge a statement to the Privacy 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, The River School or ECC 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.

9. 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 The River School and ECC holds about them and to advise The River School and ECC 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 The River School and ECC holds about you or your child, please contact the School Principal in writing. The River School and ECC may require you to verify your identity and specify what information you require. The River School and ECC 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 River School and ECC 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 School will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

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

The River School and ECC respects every parent's right to make decisions concerning their child's education. Generally, The River School and ECC will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The River School and ECC 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 The River School and ECC about them or their child by contacting the School 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 River School and ECC's duty of care to a student.

The School may, at its discretion, on the request of a student grant that student access to information held by The River School and ECC 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.

11. Enquiries and Complaints

If you would like further information about the way The River School and ECC manages the personal information it holds, or wish to lodge a complaint about The River School and ECC's breach of the Australian Privacy Principles, please contact the School office to arrange a meeting with the Principal. The River School and ECC will investigate any complaint and will notify the complainant of the making of a decision in relation to the complaint as soon as is practicable after it has been made.

12. Early Childhood Centre (ECC)

The River School Early Childhood Centre will:

- A. Ensure that information collected from families, educators and the community is maintained in a private and confidential manner at all times.
- B. Ensure that such information is not divulged or communicated (directly or indirectly) to another person other than the ways outline as appropriate in the Education and Care Services National Regulations 2011, Subdivision 4 – Confidentiality and Storage of Records 181 - 184, which states that information can be communicated:
 - To the extent necessary for the education, care or medical treatment of the child.
 - To the parent of the child to whom the information relates
 - To the regulatory authority or an authorised officer
 - As authorised, permitted or required to be given by or under any act or law
 - With written consent of the person who provided the information.

The Nominated Supervisor will:

- C. Maintain up-to-date enrolment records, including information from families on immunisation, updates, contact details of family members, emergency contact information and any medical or legal information required by the Centre.
- D. Ensure that Centre records, personnel records, CCS information and children's information is stored according to policy and remains private and confidential within the Centre at all times.

ECC Educators will:

- E. Maintain children's information and store documentation according to policy at all times.
- F. Not share information about the Centre, management information, other educators or children and families without written permission or legislative authority.

Standard Collection Notice

1. The River School and ECC collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School and ECC to provide schooling and care to students enrolled at the School and ECC, 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 the School and ECC.
2. Some of the information we collect is to satisfy the School and ECC's legal obligations, particularly to enable the School and ECC to discharge its duty of care.
3. Laws governing or relating to the operation of a school and Early Childhood Centre require certain information to be collected and disclosed. These include relevant Education Acts, Education and Care Services National Regulations, 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. The School and ECC 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;
 - other Early Childhood Centres and staff at those Centres
 - government departments (including for policy and funding purposes);
 - the School Board - AMEL
 - medical practitioners;
 - people providing educational, support and health services to the School and ECC, including specialist visiting educators, [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 the School;
 - anyone you authorise the School and ECC to disclose information to; and
 - anyone to whom the School and ECC 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. The School and ECC may use online or 'cloud' type service providers to store personal information and to provide services to the School and ECC 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 server, which may be situated outside Australia. Further information about the School's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School's Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information which the School and ECC 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, where access may result in a breach of the School's and ECC'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. The School'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. The School and ECC 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 the School'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 School and ECC 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 excursions. The School and ECC 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.
12. We may include students' and students' parents' contact details in a class list and School directory to Parent and Friends (P&F) class representatives who have signed the School Code of Conduct.
13. If you provide the School 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 the School or ECC and why.

Appendix 2

Employment Collection Notice

1. In applying for a position at The River School or ECC, you will be providing the School or ECC with personal information.
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. The School's Privacy Policy, accessible on the School'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 and/or ECC 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.
5. We may be required to conduct a criminal record check, 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. The School and ECC may use online or 'cloud' type service providers to store personal information and to provide services to the School and ECC 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 the School's use of on online or 'cloud' type service providers is contained in the School'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 the School and why.

Appendix 3

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the School, you will be providing The River School or ECC with personal information.
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. The School's Privacy Policy, accessible on the School'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 and ECC 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.
6. We may conduct a criminal record check, 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. The School and ECC may use online or 'cloud' type service providers to store personal information and to provide services to the School /ECC 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 server, which may be situated outside Australia. Further information about the School's or ECC's use of on online or 'cloud' service providers is contained in the School'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 the School and why.