

Privacy Policy (TLK Youth College)

Preamble

The Privacy Policy specifically outlines the policy adopted by TLK Youth College on how personal information provided to, or collected by TLK Youth College, is used and managed.

Scope

The Privacy Policy applies to the operations of TLK Youth College.

Policy Statement

TLK Youth College is committed to protecting individual privacy and ensuring confidentiality of personal information.

TLK Youth College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, TLK Youth College is also bound by the New South Wales Health Privacy Principles contained in the Health Records and Information Privacy Act 2002.

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

Types of Personal Information and How It Is Collected by the School

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

- Students and parents/guardians/carers before, during and after the course of a student's enrolment at TLK Youth College
- Job applicants, staff members, volunteers and contractors and
- Other people who come into contact with TLK Youth College.

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

In some circumstances TLK Youth College 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.

Under the Privacy Act and the Health Records and Information Privacy Act 2002 (NSW), the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to TLK Youth College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between TLK Youth College and the employee.

How the School Uses the Personal Information Received

TLK Youth College will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which students and/or parents/guardians/carers have consented.

TLK Youth College's primary purpose of collection from students and/or parents/guardians/carers is to enable TLK Youth College to provide Schooling for the student. This includes satisfying the needs of parents/guardians/carers, the needs of the student and the needs of TLK Youth College throughout the whole period the student is enrolled at TLK Youth College.

The purposes for which TLK Youth College uses personal information of students and parents/guardians/carers includes:

- To keep parents/guardians/carers informed about matters related to their student's schooling, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after students' educational, social, spiritual and medical wellbeing
- Seeking donations and marketing for TLK Youth College and
- To satisfy TLK Youth College's legal obligations and allow TLK Youth College to discharge its duty of care.

In some cases where TLK Youth College requests personal information about a student or parent/guardian/carer, if the information requested is not obtained, TLK Youth 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.

In relation to personal information of job applicants, staff members and contractors, TLK Youth 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 TLK Youth College uses personal information of job applicants, staff members and contractors includes:

- Administering the individual's employment or contract, as the case may be
- For insurance purposes
- Seeking funds and marketing for TLK Youth College and/or
- To satisfy TLK Youth College's legal obligations, for example, in relation to child protection legislation.

TLK Youth College also obtains personal information about volunteers who assist TLK Youth College in its functions or conduct associated activities to enable TLK Youth College and the volunteers to work together.

Marketing and Fundraising

TLK Youth College treats the marketing and seeking of funding and donations for the future growth and development of TLK Youth College as an important part of ensuring that TLK Youth College continues to be a quality learning environment in which both students and staff thrive. Personal information held by TLK Youth College may be disclosed to an organisation that assists in TLK Youth College's fundraising, for example, external fundraising organisations. Parents/guardians/carers, staff, contractors and other members of the wider School community may from time to time receive fundraising information. TLK Youth College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who TLK Youth College Might Disclose Personal Information To

TLK Youth College may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Government departments

- Medical practitioners
- People providing services to TLK Youth College, including specialist visiting teachers, counsellors and sports coaches
- Recipients of TLK Youth College publications, such as newsletters and magazines
- Parents/guardians/carers
- Anyone you authorise TLK Youth College to disclose information to
- Anyone to whom we are required to disclose the information by law.

Sending Information Overseas

TLK Youth College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a School exchange. However, TLK Youth 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) or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

How TLK Youth College Treats Sensitive Information

In referring to 'sensitive information', TLK Youth 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

TLK Youth College is required to respect the confidentiality of students' and parents'/guardians'/carers' personal information and the privacy of individuals. TLK Youth College has in place steps to protect the personal information TLK Youth 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.

Access and Correction of Personal Information

Under the Commonwealth Privacy Act an individual has the right to obtain access to any personal information which TLK Youth College or a school holds about them and to advise TLK Youth 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/guardians/carers, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information TLK Youth College holds about a student, contact should be made to TLK Youth College's Principal in writing. TLK Youth College may require verification of identity and specification on what information is required. TLK Youth College may charge a fee to cover the cost of verifying any application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, TLK Youth College will advise the likely cost in advance. If TLK Youth College cannot provide you with access to that information, TLK Youth College will provide you with written notice explaining the reasons for refusal.

Consent and Rights of Access to the Personal Information of Students

TLK Youth College respects the right of parents/guardians/carers to make decisions concerning their student's education. Generally, TLK Youth College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians/carers. TLK Youth College will treat consent given by parents/guardians/carers as consent given on behalf of the student, and notice to parents/guardians/carers will act as notice given to the student. As mentioned above, parents/guardians/carers may seek access to personal information held by TLK Youth College about them or their student by contacting TLK Youth College's 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 TLK Youth College's duty of care to the student.

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

Enquiries and Complaints

Individuals seeking further information about the way TLK Youth College manages the personal information it holds, or wishing to complain that they believe that TLK Youth College has breached the Australian Privacy Principles, should contact TLK Youth College's Principal. TLK Youth College will investigate any complaint and will notify the complainant of the decision in relation to the complaint as soon as is practicable after it has been made.

Review

This Policy will be subject to periodic review and may be amended or updated when required.