



Gentleman • Scholar • Sportsman

Coogee Boys' Preparatory School

PRIVACY POLICY

Your Privacy is important

This statement outlines the policy of Coogee Boys' Preparatory School (Coogee Prep) in relation to how the School uses and manages personal information provided to or collected by it. Coogee Prep is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. Coogee Prep may from time to time review and update this Privacy Policy to take account of new laws and technology changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

What kind of personal information does Coogee Prep collect and how is it collected?

Coogee Prep collects personal information, including (but not limited to) sensitive information about pupils, parents and guardians before, during and after the course of a pupil's enrolment at the School. It can also collect information on job applicants, staff members, volunteers and contractors and other people who come into contact with the School.

Personal information you provide:

Coogee Prep generally collects information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews and telephone calls. On occasions, people other than parents and pupils provide personal information.

Personal information provided by other people:

On some occasions, third parties may provide information about an individual, eg a report provided by a medical professional or a reference from another school.

How will Coogee Prep use the personal information you provide?

The primary purpose of collection this information is to enable Coogee prep to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at Coogee Prep. The purposes for which the School uses personal information of pupils and parents includes:

- Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines. On occasion, information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines and on the School's website
- Day-to-day administration
- Looking after the pupils' education, social and medical wellbeing
- Seeking donations for the School
- To satisfy Coogee Prep's legal obligations and allow the School to discharge its duty of care

In some cases where the School request personal information about a pupil or parent, if the information requested is not obtained, the School may not be able to enroll or continue the enrolment of the pupil.

Volunteers

Coogee Prep also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as support groups, classroom volunteers etc.

Marketing and Fundraising

Coogee Prep treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both pupils and staff thrive. Information received from you may be used to make an appeal to you. Coogee Prep will not disclose your personal information to third parties for their own marketing purposes without your consent. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information.

Who might Coogee Prep disclose personal information to?

Coogee Prep may disclose personal information, including sensitive information held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to Coogee Prep, including specialist visiting teachers and sports coaches;
- Recipients of school publications, like newsletter and magazines;
- Parents; and
- Anyone you authorise the School to disclose information to

Coogee Prep may include your contact details in a class list and school directory. If you do not agree to this you must contact the School Secretary on (02) 9398 6310 and advise that your permission is withheld.

Throughout the school year, parents, teachers and/or professional photographers take photographs of pupils at various school occasions, such as sporting and cultural events. These images could be used in School publications (ALPHA magazine, School newsletter), marketing materials (brochures, School prospectus materials, newspaper advertisements) fundraising promotions (posters) and on the School website (www.coogeeprep.nsw.edu.au). If you do not agree to your son's image being included in any of the printed or online materials related to Coogee Prep you must contact the School Secretary on (02) 9398 6310 and advise that your permission is withheld.

How does Coogee Prep treat sensitive information?

In referring to 'sensitive information' Coogee Prep means: information relating to a person's racial or ethnic origin, political opinions, religion, sexual preferences 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 of the sensitive information is allowed by law.

Management and security of personal information

Coogee Prep's staff is required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password-protected access rights to computerised records.

Updating personal information

Coogee Prep 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 School by contacting the Office at any time. Preferably this should be done in writing. The National Privacy Principles require the School not to store personal information longer than necessary.

You have the right to check what personal information Coogee Prep holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that the School holds about them and to advise us of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information Coogee Prep holds about you or your child, please contact the School's Headmaster in writing. The School may require you to verify your identity and specify what information you require. The School may charge you 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 School will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

Coogee Prep respects every parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. Coogee Prep will treat consent given by parents as consent given on behalf of the pupil. Parents may seek access to personal information held by the School about them or their child by contacting the School's Headmaster. 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 Coogee Prep's duty of care to the pupil. Coogee Prep, may, at its discretion, on the request of a pupil grant that pupil access to information held by the School about them, or allow a pupil 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 pupil and/or the pupil's personal circumstances warranted.

Enquires

If you would like further information about the way Coogee Prep manages the personal information it holds, please contact the School's Headmaster.

John Dicks
HEADMASTER
October 2012