

Privacy Policy

1. Purpose

- 1.1 This policy outlines the circumstances and manner in which Redlands (SCECGS Redlands Limited) collects, uses and manages personal information.

2. Policy Statement

- 2.1 Redlands is committed to protecting the rights of individuals to control access to their personal information.
- 2.2 The Australian Privacy Principles (APP) contained within the [Commonwealth Privacy Act 1988](#) sets minimum standards to which Redlands adheres regarding how it collects, secures, stores, transmits, discloses, destroys and handles personal information.

- 2.4 An amendment to the Privacy Act, the [Privacy Amendment \(Notifiable Data Breaches\) Act 2017](#), establishes requirements for how organisations respond to data breaches as they relate to personal and sensitive information.

- 2.5 Redlands will comply with the requirements of the above and any other privacy-related legislation or requirements as appropriate. These include relevant Education Acts and the Children and Young Persons (Care and Protection) Act 1998 (NSW).

3. Definitions

- 3.1 **Data breach** occurs when personal information is subjected to unauthorised access or disclosure, or where the information is lost, and unauthorised access or disclosure is likely to occur.
- 3.2 **Health Information** includes information about the health or disability of an individual, the expressed wishes about an individual's future provision of health services or a health service provided, or to be provided, to an individual.
- 3.3 **OAIC** is the Office of the Australian Information Commissioner
- 3.4 **Parent** includes guardians and caregivers of Redlands students.
- 3.6 **Personal Information** is information or an opinion about an identified individual, or an individual who is reasonably identifiable
- a) whether the information or opinion is true or not; and
 - b) whether the information or opinion is recorded in material form or not.
- 3.7 **Privacy Officer** is the School's nominated first point of contact for privacy-related matters, providing oversight of Redlands' compliance with the various privacy legislative and reporting requirements and its internal Privacy Policy and Procedures.
- 3.8 **Records** include documents, databases, photographs and other pictorial representations. However, it does not include a generally available publication, or anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition.
- 3.9 **Sensitive Information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, membership of a profession or trade association, philosophical beliefs, membership of a trade union, sexual orientation or practices, criminal record or health information about an individual or



- 7.1 Redlands may disclose Personal Information, including Sensitive Information, held about an individual if the circumstances are appropriate to:
- a) another school;

8.3 If Redlands cannot provide the applicant access to the information requested or the School declines to amend the information, a written notice explaining the reasons for declining the request will be provided.

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12.2 In the case of an Eligible Data Breach Redlands must also notify the Office of the Australian Information Commissioner (OAIC) if:

- a) it has reasonable grounds to believe that an eligible data breach has occurred; or
- b) it is directed to do so by the OAIC (for instance if a data i9 (n4 (a2.1g p4 (a)-30)-r(as4Tjd395 8o-6392)-n4 (a)-3)-20 9]Tc 0 T

