



03 / 2012

Privacy Policy



information. Appropriate arrangements should be put in place at management level to ensure that access to computerised records is granted only to staff requiring such access in the course of their duties. Where a staff member leaves the School or no longer requires access to particular records, their access to those records should be immediately terminated.

Staff members are to take reasonable precautions to ensure that personal information obtained during the course of their duties is not disclosed, either deliberately or inadvertently, to persons who do not have a legitimate need to know the information. Paper-based records should not be left where they may be accessed by unauthorised persons.

Records containing personal information should be filed securely in appropriately classified files.

5 Use of personal information

The School uses personal information concerning staff, students and third parties in conducting its business activities. Only that personal information which is relevant to the proposed activity or function will be used. Before using the information, reasonable steps will be taken to ensure that the information is accurate and complete.

Subject to the *Privacy Act*, personal information about an individual collected for a particular purpose is not to be used for another purpose. The exceptions are where:

- (a) the individual consents to the information being used for the other purpose
- (b) the proposed use is necessary to prevent or lessen a serious threat to life, health, safety or welfare of the individual or the public generally
- (c) the proposed use is authorised or required by law
- (d) the proposed use is necessary for the enforcement of the law
- (e) the purpose for which the information is to be used is directly related to the original purpose for which the information was collected
- (f) the proposed use is necessary for research in the public interest (the information is to be deidentified before publication) and it is not practicable to seek the consent of the individual concerned.

Where information is used for a purpose for which it was not collected, a notation is to be made on the relevant record of this use.

5.1 Students and Parents/Guardians

In relation to personal information of students and parents/guardians, the School's primary purpose of collection is to enable the School to provide education for the student. This includes satisfying the needs of both parents/guardians and students throughout the application period and the whole period the student is enrolled. The School's primary purpose of collection is to enable the School to provide education for the student. This includes satisfying the needs of both parents/guardians and students throughout the application period and the whole period the student is enrolled.

The purposes for which the School uses personal information of job applicants, staff members and contractors include:

- (a) in administering the individual's employment or contract, as the case may be
- (b) for insurance purposes
- (c) seeking funds and marketing the School
- (d) to satisfy the School's legal requirements.

5.3 Volunteers

The School also obtains personal information about volunteers who assist the School in its functions or associated activities, such as alumnae associations and parent/guardian support groups to enable the School and the volunteers to work together.

5.4 Marketing and Fundraising

The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring the School continues to be a quality learning environment.

Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising and marketing, for example, the School's alumnae organisation.

Parents, staff, contractors and other members of the wider School community may receive fundraising information and school publications, like newsletters and magazines.

If they do not wish to receive any such information, they should advise the School via: phone on 07 3332 1300 or by email to communications@bggs.qld.edu.au.

Upon receiving communication that they do not wish to receive this information, the School will stop sending such information. They will however continue to receive official School communication.

6 Anonymity and consequences of not providing personal information

If it is lawful and practicable to do so, the School may offer the opportunity of dealing with us anonymously or by using a pseudonym. For example, when making a general inquiry about the School.

However, it is not possible for the School to enrol or continue the enrolment of a student or provide education for the student if the student or her parents/guardians wish to interact anonymously or using a pseudonym.

An eligible data breach will occur if:

- (a) there is unauthorised access to, unauthorised disclosure of, or loss of, personal information held by the School
- (b) a reasonable person would conclude that the access, disclosure or loss would be likely to result in serious harm to any of the individuals to whom the information relates.

If the School has reasonable grounds to believe that a data breach has occurred in these circumstances, it must notify the OAIC and the affected individuals of the breach.

The School's Data Breach Response Plan outlines the steps that must be followed if a data breach occurs or is suspected to have occurred.