

## Privacy Policy

The Australian International Academy of Education Limited (**the Academy**) is committed to protecting the privacy of personal information it collects from individuals and is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. This Privacy Policy sets out how the Academy manages personal information provided to, or collected by it.

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

### 1. PERSONAL INFORMATION

Personal information is any information or opinion from which your identity can be reasonably determined. Sensitive information is also personal information but which is given a higher level of protection than other types of personal information. Sensitive information can include a person's medical information, race, religious affiliation, or political beliefs.

### 2. WHAT PERSONAL INFORMATION DOES THE ACADEMY COLLECT AND HOW IS IT COLLECTED

#### 2.1 Personal Information We collect From You

The Academy collects personal information during the student registration and enrolment stage and throughout students' enrolment at the Academy. The Academy also collects personal information from job applicants, staff members, volunteers and contractors. The type of information the Academy collects and holds includes, but is not limited to, personal information (including sensitive medical / health information) as follows:

- (a) Parent and student name, address, contact details;
- (b) Name, address, contact details of next of kin/emergency contact;
- (c) Date of birth, gender, marital status, religion and occupation;
- (d) Medical information (e.g. allergies, medical conditions, medical records);
- (e) Parent's education and language background;
- (f) Details of court orders;
- (g) Counselling reports;
- (h) Health fund details ;
- (i) Dietary requirements, special needs and mobility access requirements; and
- (j) Photos and videos at the Academy and at events organised and/or attended via the Academy.

#### 2.2 Personal Information You Provide

The Academy generally collects your personal information by way of forms filled out by parents /guardians and/or students, via face-to-face meetings and interviews, emails and telephone calls and via interactive Applications (Apps).

### 2.3 Personal Information Provided by Third Parties

Occasionally the Academy may be provided with personal information about an individual from a third party. This may include a report provided by a medical professional or documentation from another school.

There is an exception in relation to employee records and as such, this Privacy Policy does not apply to how the Academy manages employee records of current or former employees.

## 3. HOW THE ACADEMY USES THE PERSONAL INFORMATION YOU PROVIDE

The Academy will use the personal information collected from you or third parties 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.

The primary purpose of collection of your personal information at the Academy is to provide schooling to students enrolled, exercise its duty of care and perform necessary relevant administrative tasks to facilitate students' involvement in all activities and curriculum at the Academy throughout their enrolment.

This may include (but is not limited to):

- (a) Day to day administration of the Academy;
- (b) Looking after students' educational, social and medical wellbeing;
- (c) Communicating with parents regarding their child (and other students') schooling, through correspondence, newsletters and magazines;
- (d) Marketing for the Academy;
- (e) Complying with legislative and regulatory requirements and legal responsibilities;
- (f) Employment screening to assess employment applications; and
- (g) Supporting Academy activities and events.

## 4. HOW THE ACADEMY DISCLOSES YOUR PERSONAL INFORMATION

The Academy may disclose your personal information, including sensitive information, for educational, administrative and support purposes reasonably expected within a school environment. This may include (but is not limited to):

- (a) Other schools and teachers at schools;
- (b) Government departments;
- (c) Service providers, consultants, workers;
- (d) Medical practitioners;
- (e) People providing educational, support and health services to the Academy, including specialise visiting teachers, sports coaches, extra-curricular coaches/teachers and tutors;
- (f) External providers of specialist advisory services;

- (g) Assessment and educational authorities (e.g. NAPLAN Test Administration Authorities);
- (h) Recipients of school publications (newsletters/magazines); and
- (i) Via interactive Applications (Apps) (e.g. Skoolbag, Seesaw).

If disclosure involves sensitive information, it will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, or otherwise with your consent, or the use or disclosure of the sensitive information is allowed by law.

Some third-party providers we use, for example, for cloud storage of electronic data such as email, instant messaging, online learning resources and educational assessment applications, may be located outside of Australia (in the 'cloud'). The Academy is committed to safeguarding the personal information we hold and will comply with all applicable laws relating to any cross-border data disclosure.

## 5. HOW WE KEEP YOUR PERSONAL INFORMATION SECURE

The Academy takes reasonable precautions to safeguard your personal information from loss, misuse, interference, unauthorised access, modification, or unlawful disclosure by using various methods including locked storage, IT access passwords and security permissions for computerised records.

## 6. ACCESS AND CORRECTION OF PERSONAL INFORMATION

You have the right to access the personal information we hold about you and to advise of any perceived inaccuracy of that information.

To make a request to access or update your personal information (e.g. change of home address, change of home living situation), please contact the Academy Office in writing or by phone (Kellyville: 02 8801 3100 / Strathfield: 02 9642 0104). The Academy may require you to verify your identity.

There may be instances where a request for access to your personal information is denied which might include where any 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 Academy's duty of care to another student.

## 7. CONSENT AND RIGHTS OF ACCESS TO PERSONAL INFORMATION OF STUDENTS

Generally, the Academy will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The Academy 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.

The Academy may, at its discretion, at the request of a student, grant that student access to information held by the Academy about them, independently of their parents. This would normally be done only when the capacity of the student can be appropriately assessed or when the personal circumstance of the student warrants it, assessed on a case by case basis.



Where the personal information being collected relates to photographs or videos of a child, the consent of the parent is always required.

## 8. ENQUIRIES AND COMPLAINTS

If you have any queries or concerns about the way the Academy manages your personal information, please contact the Principal in writing or by phone (Kellyville: 02 8801 3100 / Strathfield: 02 9642 0104).

Date Approved	Approval Authority	Date of Commencement	Date for Next Review
9 June 2022	Academy Head	9 June 2022	9 June 2025