



## Our Commitment to You

This document outlines the School's policy on the use and management of personal information provided to or collected by it.

We recognise that your privacy is very important to you. We handle personal information provided by and about people every day. By "personal information" we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained.

We are bound by, and committed to supporting, the National Privacy Principles set out in the Privacy Act 1988 and the Health Privacy Principles set out in the Health Records Act.

You can obtain more information on request about the way we manage the personal information we hold. If you seek any further information please contact us in one of the ways set out below.

## Collection of your Personal Information

In the course of providing educational services we collect and hold personal information about:

- our students (before and after enrolment at the School) and their parents/guardians
- job applicants, staff members, volunteers and contractors
- other people with whom the School has dealings.

The main purposes for collecting personal information is to enable us to:

- provide schooling to our students
- keep parents/guardians, students and past students informed about matters pertaining to the School, its functions and activities
- look after the educational, emotional, social and health well-being of our students
- market the School, seek donations, and undertake fundraising campaigns
- comply with the School's legal obligations and to discharge its duty of care to its students.

We will only collect personal information from or about you that is necessary for one or more of our functions and activities and we will only collect it by lawful and fair means.

In some cases, if the information we request is not provided, we may not be able to enrol or continue the enrolment of the student or allow the student to participate in the related activity or to provide or allow services to be provided.

Once we hold personal information we will take reasonable steps to keep it accurate, complete and up-to-date.

## Use and Disclosure of your Personal Information

We will only use your personal information for the main purpose of our education business, except where you consent to us using it for another purpose, or where the other purpose is related to the main purpose and you would reasonably expect us to use the personal information for that other purpose.

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## Privacy Policy

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The School may disclose personal information held about an individual to:

- government departments
- other schools
- medical practitioners and other care providers
- other organisations with whom the School has dealings or relationships and all entities related to and involved in the conduct of the School
- persons that provide services to the School including specialist visiting teachers, sports coaches, camp excursion directors and other guests
- parents and the parent association
- anyone else to whom you may authorise disclosure.

We may also publish information such as academic and sporting achievements, student activities and other news in the school newsletter, magazines, the Australian Jewish News or local newspapers and on our website.

### Personal Information about Students

The School will generally seek information about its students from their parents/guardians. Any consent for information given by parents will be treated as being consent from the students.

The School will usually disclose information about its students to their parents/guardians. However, there may be occasions when it is appropriate that access should be lawfully denied. Also, the School may, at its discretion, provide a student access to information held about them or allow a student to give or withhold consent to the use or disclosure of their personal information. This would generally apply where the circumstances were appropriate and the student was of sufficient maturity.

### Access and Correction

If you ask, we will tell you what personal information we hold about you, and what we do with it. In most cases, unless an exception applies, we will facilitate access to you in the most appropriate way following receipt of your request. Any charge we make for providing access will be reasonable. If we refuse access we will advise you of our reasons for doing so.

If you can show us that the personal information is inaccurate, we will take reasonable steps to correct it.

### Security of your Information

The School's staff are required to respect the privacy and confidentiality of the personal information we hold. We have steps in place to protect personal information from misuse and loss, and we will destroy or permanently de-identify any personal information we no longer need.

### How you can Contact Us

If you seek any further information from the School about our privacy policy generally, please contact:

**Cathy Kaiserman**

Privacy Officer

The King David School

PO Box 286, Malvern VIC 3144

Telephone 9527 0113

Email [hr@kds.vic.edu.au](mailto:hr@kds.vic.edu.au)

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## Collection Statement

The King David School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. In summary, the School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student's enrolment at The King David School. The primary purpose of collecting this information is to provide educational services that meet the needs of your son/daughter.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care. Certain laws governing or relating to the operation of schools require that certain information be collected. These include the Public Health (and Child Protections) laws.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes (a) other schools, government departments, medical practitioners, (b) people providing services to the School, e.g. specialist visiting teachers, sport coaches, camp/excursion directors, (c) Parents' Association for the purposes of fundraising and social activities.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in School newsletters, magazines, the Australian Jewish News or local newspapers and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.

As you know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purpose without your consent.

We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.

If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

When your child leaves the School, some personal information will be retained by the Alumni Association so that he/she can continue to be involved in School activities for past students.

If you have any queries in relation to the collection of your personal information, please contact:

**Cathy Kaiserman**

Privacy Officer

The King David School

PO Box 286, Malvern VIC 3144

Telephone 9527 0113

Email [cathy.kaiserman@kds.vic.edu.au](mailto:cathy.kaiserman@kds.vic.edu.au)

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