



Privacy Policy as it Affects Parents (LNS704)

Personal Information and Privacy

The School is required to share some personal information about students with the Australian Government and its designated authorities.

This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition.

Further information about Privacy matters is contained in the following information.

It is a condition of enrolment that this document be read and signed.

Why have a privacy policy?

Lorien Novalis School is bound by the national privacy principles in the Commonwealth Privacy Act which seeks to protect people's right to safeguard the privacy of personal and sensitive information as far as is practicable.

What kind of personal and sensitive information does Lorien Novalis School need to collect?

Any information that enables the school to provide schooling for your sons or daughters and to discharge its duty of care. The school uses this information to keep you informed about matters related to your sons'/daughters' schooling through correspondence, newsletters and magazines; for day to day administration; for looking after your sons'/daughters' educational, social and medical wellbeing; for seeking donations and marketing for the school; and for satisfying the school's legal obligations to discharge its duty of care. Because the school only collects information considered necessary for your sons'/daughters' schooling and care, your withholding permission to collect such information could jeopardise their enrolment.

Who else, apart from Lorien Novalis School, might have access to this personal and sensitive information?

If it is considered necessary in discharging its primary task of providing schooling for your sons/daughters and discharging its duty of care, the school might pass on such information to another school, government departments (including The Australian Taxation Office's school tax file number program), medical practitioners, those providing specialist services to the school, recipients of school publications, school fundraisers and anyone you authorise the school to disclose information to.

Should I inform others if I disclose information about them to the school:

Yes, If you provide the school with personal information about others, such as contact details of doctors and emergency agencies, we encourage you to inform those others that you have disclosed that information to the school, that they can access that information if they wish and that the school will not disclose that information to others.

How does Lorien Novalis School respect the confidentiality of such information?

The school staff is required to keep such information secure. The school has in place steps to protect personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and passworded access to computerised records.

Do parents or children have right of access to such records about them?

Yes, though where such access has an unreasonable impact on the privacy of others, where it may result in a breach of the school's duty of care to students, or where sons/daughters have provided information in confidence, the school has the legal right to deny access. Students will generally have access through their parents, but older students may seek and receive right of access themselves, subject to relevant legislation.

Will Lorien Novalis School seek parental permission when outside sources ask for information about their sons/daughters?

Yes, if in the circumstances it is appropriate. Lorien Novalis School respects the right of parents to make decisions about their son's/daughter's education. Apart from cases that would indisputably be in the student's schooling and care interests, the school will refer requests for consent and notices in relation to the personal information of students to their parents. Lorien Novalis School will treat consent given by parents as consent given on behalf of their sons/daughters, and notice given to parents will act as notice given to such children.

What do I do if I have further questions?

Please refer to the Lorien Novalis School School Privacy Policy on the website of Lorien Novalis School School. If you still have further questions, please contact the Registrar.

Consent:

- I have read the Lorien Novalis School School Privacy Policy as it relates to parents and I give the School permission to collect and disclose information in accordance with that policy.
- I recognise that if there are changes to the legislation from time to time, and that the Policy will need to be updated to meet such legislative requirements.
- I give my permission / I do not give my permission (*tick one only*) for my contact details (name and phone number only) to be placed on a class list and circulated to parents and caregivers of children in my daughter's/son's class.

I give my permission / I do not give my permission (*tick one only*) for my child's photo to be placed in the school's records, and displayed from time to time around the school and in school publications.

I/we have read and understand this policy.

Please ensure that both parents/guardians sign below:

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Name of Mother Signature of Mother Dated

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Name of Father Signature of Father Dated