

## **BEROWRA CHRISTIAN SCHOOL PRIVACY POLICY**

### **Privacy and Personal Information Act**

Berowra Christian School acknowledges that according to the Privacy and Personal Information Protection Act (sections indicated where applicable), personal information must be collected:-

1. For lawful purposes directly related to a function or activity of the school and where the collection is necessary for that purpose (section 8);
2. From the individual to whom the information relates, unless otherwise authorised or the information is collected under an applicable exception (section 9);
3. In circumstances where the individual from whom it is collected is made aware of the fact that it is being collected, the purpose for collecting it, intended recipients of the information, whether the supply is mandatory or voluntary, relevant rights to access and correct the information and the name and address of the school (section 10); and
4. Taking reasonable steps to ensure the information is relevant, accurate not excessive and up to date and that the collection does not unreasonably intrude on the individual's personal affairs (section 11).

BCS will:-

- a. Ensure that personal information is kept no longer than necessary and disposed of appropriately, is protected by reasonable security safeguards, and protected from unauthorised use or disclosure when made available to a third party for a provision of a service to the school (section 12);
- b. Provide individuals with sufficient information about the school's holdings of personal information to enable the individual to exercise relevant rights (section 13);
- c. Provide individuals with access to personal information about themselves without unreasonable delay and expense (section 14); and
- d. Comply with individual requests to amend their personal information to ensure that it is relevant up to date, complete and not misleading (section 15).

BCS, on using or disclosing personal information will:-

- i. Take reasonable steps to ensure its accuracy before use (section 16);
- ii. Use it only for the purpose for which it was collected, for a directly related purpose, for a purpose to which the individual has consented, where the use is necessary to prevent or lessen a threat to life or health or subject to an applicable exception (section 17);
- iii. Only disclose it for a purpose directly related to a purpose of collection and where the individual is unlikely to object, where the individual has been put on notice that information is usually disclosed to the relevant person or body, where the disclosure is necessary to prevent or lessen a threat to life or health, or subject to an applicable exception (section 18);

- iv. Not disclose personal information about a person's ethnic or racial origin, political opinions, religious or philosophical beliefs or trade union membership unless disclosure is necessary to prevent or lessen a threat to life or health or is subject to an applicable exception (section 19(1)); and only disclose information to individuals or organisations outside New South Wales under approved circumstances (section 19 (2)-(5)).

*We acknowledge that the NSW Attorney General's Department contributed some of the contents herein ([www.lawlink.nsw.gov.au/lawlink/privacynsw](http://www.lawlink.nsw.gov.au/lawlink/privacynsw)).*