

	<b>Oakleigh Grammar</b>	
Policy Document Name	Privacy Policy	
Date Ratified by Board of Management	May 2023	
Date for Review	May 2026	

1. Rationale

Oakleigh Grammar is committed to protecting the privacy of individuals.

The school therefore support and endorse the Australian Privacy Principles ("APPs") contained in the Privacy Act 1988 (Cth) ("the Privacy Act") and will only collect, use, disclose, manage and store personal information in accordance with these

**Personal/information** means information or an opinion about an identified individual, or an individual who is reasonably identifiable:

whether the information or opinion is true or not; and

whether the information or opinion is recorded in a material form or not.

In the course of providing services we may collect and hold personal information including names, addresses and other contact details; dates of birth; next of kin details; photographic ID images; attendance records and financial information.

**Sensitive information** includes information or an opinion about an individual's:

racial or ethnic origin

political opinions

membership of a political association

religious beliefs or affiliations

philosophical beliefs

professional memberships

government identifiers (such as TFN)

sexual orientation or practices

court orders

criminal record, that is also personal information.

**Health information** (particularly in relation to prospective r od.87. e.4 (m)-staa6Tc 03314 03.43( )Tj -3

## 5. What Kind of Information Does Oakleigh Grammar Collect?

The type of information that the school collects and holds (refer to all Definitions) will depend on the circumstances in which the school is collecting it.

As part of our recruitment processes for employees, contractors and volunteers, we may collect and hold personal information including name, address and other contact details, date of birth, financial information, citizenship, employment references, current employment information, directorships, media, photo id information, bank account details, driver's licence information, academic results and qualifications.

The school may also collect sensitive information from a person including health information.

A person is not required to provide the personal information and/or sensitive information requested by the school, however if a person chooses not to provide information as requested, this may influence the school's ability to service the person's needs. For instance, it will not be possible for the school to enrol a person or provide education to the person if the person wishes to remain anonymous or use a pseudonym.

## 6. How Does Oakleigh Grammar Collect Personal Information?

The collection of personal information depends on the circumstances in which Oakleigh Grammar is collecting it. The school will generally collect personal information directly from the owner of the personal information.

### a) Solicited Information

The school

We may collect information based on how individuals use our website. We use "cookies" and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the

The school may collect, hold, use or disclose a person's personal information for the following general purposes:



The school may share personal information to related bodies corporate, but only if necessary for us to provide our services.

#### 9. Disclosure of Personal Information Overseas

The school may disclose personal information to a recipient overseas (for example where we have outsourced a business activity to an overseas provider) in accordance with the Privacy Act, where we take reasonable steps to ensure that the overseas recipient does not breach the APPs in relation to the information.

Otherwise, the school may disclose personal information to a recipient overseas in accordance with the Privacy Act where:

the owner of the personal information has consented to the disclosure;

we reasonably believe that the overseas recipient is subject to a law or binding scheme that protects the information in a way that is substantially similar to the way the information is protected under the Privacy Act and the APPs;

we form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or

the disclosure is required or authorised by an Australian law or a court order.

#### 10. Direct Marketing

Marketing and business development is important to ensure that the school continues to provide quality educational services.

The school will use a person's personal information to send marketing information including the school magazine and newsletters. Personal information held by the school may be disclosed to an organisation that assists the school with its marketing.

If a person does not want to receive any such information, the person can contact the school by email on [marketing@oakleighgrammar.vic.edu.au](mailto:marketing@oakleighgrammar.vic.edu.au).

Once the school receives a request to "opt out" from receiving marketing information, the school will cease





### 13. Oakleigh Grammar Website

When a person visits the school website (<http://www.oakleighgrammar.vic.edu.au>), the school's server or internet service provider records for statistical purposes the following in relation to each visit to the site:

- the visitor's server address  
(which includes the top-level domain name e.g. com.gov.au)
- date and time
- pages accessed and documents downloaded
- previous site visited
- country from which the site was visited
- type of operating system used
- type of browser used.

The website uses cookies.

Oakleigh Grammar may at times use an external company to understand our users' needs and to improve our website service and experience.

Any external company we use will be a technology service that helps Oakleigh Grammar to gain insight into our users' experience (e.g. how much time they spend on which pages, the specific links they choose to click, what users do and don't like, etc.) and this enables us to optimise our website service via the integration of user feedback. They will use cookies and other technologies to collect data on our users' behaviour and their devices, in particular - device's



able to give you the information