



## PRIVACY POLICY AND STANDARD COLLECTION NOTICES

This Privacy Policy sets out how Blue Mountains Grammar School (the "School") manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the New South Wales Health Privacy Principles, which are contained in the Health Records and Information Privacy Act 2002 Health Records Act.

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

The type of information the School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- Students and parents and/or guardians (Parents) before, during and after the course of a student's enrolment at the School;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the School

The School will generally collect personal information held about an individual by way of forms completed by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasion, people other than Parents and students provide personal information.

In some circumstances, the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the School and employee.

The School will use personal information it collects from you 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.

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