

### **Your privacy is important**

This Privacy Policy applies to the Seventh-Day Adventist Schools (GS) Limited.

This statement outlines Seventh-Day Adventist Schools (GS) Limited policy on how it uses and manages personal information provided to or collected by it.

Seventh-Day Adventist Schools (GS) Limited is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

Seventh-Day Adventist Schools (GS) Limited may from time to time review and update this Privacy Policy to take account of new laws and technology, changes to the system's operations and practices, and to make sure it remains appropriate to the changing education environment.

### **What kind of personal information does Adventist Schools GSC collect and how does it collect it?**

The type of information Seventh-Day Adventist Schools (GS) Limited collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Students and their families who are enrolled in our schools;
- Teachers who are employed in schools operating under its jurisdiction;
- Job applicants;
- Information you provide us when using or contributing to social media or our other digital services such as name, email address or social media account details; and
- Other people who come into contact with the system.

### **Personal information you provide**

Seventh-Day Adventist Schools (GS) Limited will generally collect personal information held about an individual by way of forms completed by the individual, face-to-face meetings and interviews, telephone calls, and enrolment and achievement data. On occasions other people provide personal information.

### **Personal information provided by other people**

In some circumstances Seventh-Day Adventist Schools (GS) Limited 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 person, school or system.

### **Exception in relation to employee records**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Seventh-Day Adventist Schools (GS) Limited's treatment of an employee's record, where the treatment is directly related to a current or former employment relationship between Seventh-Day Adventist Schools (GS) Limited and the employee.

### **How will Seventh-Day Adventist Schools (GS) Limited use the personal information you provide?**

Seventh-Day Adventist Schools (GS) Limited 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, or to which you have consented.

### **Employment applicants – (teachers and administrators applying for employment in schools under Seventh-Day Adventist Schools (GS) Limited’s jurisdiction)**

In relation to the personal information of employment applicants, Seventh-Day Adventist Schools (GS) Limited’s primary purpose of collection is to assess and (if appropriate) to recommend the employment of the applicant to the school systems under its jurisdiction.

The purposes for which Seventh-Day Adventist Schools (GS) Limited uses personal information of employment applicants include:

- Administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking donations and marketing for the Seventh-Day Adventist Schools (GS);
- Satisfying the School's legal obligations, for example, in relation to child protection legislation;
- Providing information to employing authorities (presidents, secretary-treasurers and education directors) within the systems under its jurisdiction; and
- To satisfy Seventh-Day Adventist Schools (GS) Limited’s legal obligations and allow Seventh-Day Adventist Schools (GS) Limited to discharge its duty of care.

### **Enrolment and achievement data (students and families enrolled in systems and schools under Seventh-Day Adventist Schools (GS) Limited’s jurisdiction)**

In relation to the personal information of enrolled students and their families, Seventh-Day Adventist Schools (GS) Limited's primary purpose of collection is to assess and assure efficacy of school educational programs within the schools under its jurisdiction.

The purposes for which Seventh-Day Adventist Schools (GS) Limited uses personal information of enrolment and achievement data include:

- Determining acceptance, achievement and progress within Adventist Schools GSC schools;
- Providing information to school governance authorities (church company officers and directors of education) with the systems under its jurisdiction; and
- To satisfy Seventh-Day Adventist Schools (GS) Limited's legal obligations and allow Seventh-Day Adventist Schools (GS) Limited to discharge its duty of care.

### **School Staff**

Seventh-Day Adventist Schools (GS) Limited will from time to time seek personal information from persons employed in schools under its jurisdiction. The purpose of this is to obtain information that will assist Seventh-Day Adventist Schools (GS) Limited in the development of policies and procedures for the benefit of those employees and the schools in which they serve and to provide information to relevant government departments.

### **Who might Seventh-Day Adventist Schools (GS) Limited disclose personal information to?**

Seventh-Day Adventist Schools (GS) Limited may disclose personal information, including sensitive information, held about an individual to:

- Conference administrators and education directors within Australia;
- The directors and the members of any affiliated education corporation of Adventist Schools Australia;
- Other Union and Conference administrators and education directors within the South Pacific Division of the Seventh-day Adventist Church;
- Medical practitioners;
- People providing educational, support and health services to Seventh-Day Adventist Schools (GS), including specialist visiting teachers, coaches, volunteers, and counsellors;
- Providers of specialist advisory services and assistance to the School, including the area of Human Resources, child protection and students with additional needs;
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);

- Anyone you authorise Seventh-Day Adventist Schools (GS) Limited to disclose information to.
- People providing administrative and financial services to our Schools;
- In some cases we may need to disclose your personal information to third parties who perform functions or services in connection with our business (such as marketing; surveys; mailing functions; gateway provision; insurance; document management; information technology services including data storage, hosting and security; employment matters; for operation of our websites) or where we are otherwise required to do so by law.

### **Sending information overseas**

Some of our service or infrastructure providers may store data overseas. Where this is the case we choose service providers and jurisdictions that provide equivalent standards of data protection to ensure we can still comply with the relevant Australian Privacy Principles under the Privacy Act 1988 (Cth).

### **How does Seventh-Day Adventist Schools (GS) Limited treat sensitive information?**

In referring to “sensitive information”, Seventh-Day Adventist Schools (GS) Limited means: information relating to a person’s racial or ethnic origin; political opinions; religion; trade union or other professional or trade association membership; sexual preferences; criminal record that is also personal information; and health information about an individual

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or unless the use or disclosure of the sensitive information is allowed by law.

### **Updating personal information**

Seventh-Day Adventist Schools (GS) Limited endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Seventh-Day Adventist Schools (GS) Limited by contacting the director of Adventist Schools GSC at any time. The Australian Privacy Principles require Seventh-Day Adventist Schools (GS) Limited not to store personal information longer than necessary.

### **When you visit our website**

When you come on to our website we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

### **Cookies**

As is very common for companies, we use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. We use cookies to improve the experience of people using our website, measure the effectiveness of our marketing campaigns, and tailor advertisements to make them more relevant to you. If you prefer not to have cookies collected, you can disable this option in your browser settings.

### **Google Analytics, etc**

We may use products such as Google Analytics to analyse the audience statistics of our website to improve our content. No personal information is collected from Google Analytics.

### **You may receive information from us in response to information you have provided online**

If you have provided it to us, we may add your name and contact details to our direct marketing list.

To keep you up to date with our services, publications and other resources, we may communicate with you via telephone, email, mail, SMS or via social media platforms. At any time, if you no longer wish to receive this information, you can opt out at any time and we will remove your details from the mailing list within a reasonable time frame and as required by all applicable laws.

### **Storage, security and accuracy of information**

We will take all reasonable steps to ensure that your personal information is accurate, complete and up to date.

Our information systems and files are kept secured from unauthorized access and our staff and contracted agents and service providers have been informed of the importance we place on protecting your privacy and their role in helping us to do so. Information will be stored and disposed of in a secure environment, which may only be accessed by authorized personnel.

Although we will endeavour to protect your personal information, we are unable to guarantee that any information you transmit to us over the internet is 100% secure. Any information you transmit to us over the internet is conducted at your own risk.

### **Third party sites**

Our site has links to other websites not owned or controlled by us. We are not responsible for these sites or the consequences of you going to those sites.

### **You have the right to check what personal information Seventh-Day Adventist Schools (GS) Limited holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that Seventh-Day Adventist Schools (GS) Limited holds about them and to advise Seventh-Day Adventist Schools (GS) Limited of any perceived inaccuracy. To make a request to access any information Seventh-Day Adventist Schools (GS) Limited holds about you, please contact the director in writing.

Seventh-Day Adventist Schools (GS) Limited may require you to verify your identity and specify what information you require. Seventh-Day Adventist Schools (GS) Limited may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, Seventh-Day Adventist Schools (GS) Limited will advise the likely cost in advance.

### **Analytics and display advertising**

We may anonymise and aggregate your personal information with other information.

We may share this anonymised data with our trusted third party providers, including online advertisement networks (such as those operated by Google), social media platforms or other third party services, in order to provide insights about customer behaviour and also to identify and present display advertising to particular target audiences.

### **Privacy Complaints**

If you wish to make a complaint about a breach by us of this policy you may do so by providing your written complaint by email, letter, or by facsimile to the Seventh-Day Adventist Schools (GS) Director as noted below. You may also make a complaint verbally.

We will respond to your complaint within a reasonable time (usually no longer than 30 days) and we may seek further information from you in order to provide a full and complete response.

If practical, you can contact us anonymously (i.e., without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

If you have a concern about how we deal with privacy issues you can contact us or the Office of the Australian Information Commissioner: <https://www.oaic.gov.au/privacy/privacy-complaints>.

### **Enquiries**

If you would like further information about the way Seventh-Day Adventist Schools (GS) Limited manages personal information it holds, please contact the Greater Sydney Conference Office:

Phone: 02 9868 6522

Fax: 02 9868 6533

Email: [schools@adventist.edu.au](mailto:schools@adventist.edu.au)

Postal address: Shannon Building, 185 Fox Valley Road, Wahroonga, NSW 2076