

## **POLICIES AND PROCEDURES**

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**Statement of Context**



## **POLICIES AND PROCEDURES: PRIVACY**

Depending on the reason for collecting the personal information, the personal information collected by the School may include (but is not limited to) name, residential address, email address, fax number, phone number, current employment information, Medicare and private health insurance details, superannuation fund details, personal relationships with others, next of kin details, images (including digital images for internal identification purposes), date of birth, bank account details, academic results, age, and qualifications.

The School may also collect sensitive information from a person including health information, working with children checks and police record checks.

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

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The School will endeavour to only ask a person for personal information that is reasonably necessary for the activities that the person is seeking to be involved in.

In relation to the collection and disclosure of sensitive information, the School is bound by the APPs, which provide for the circumstances in which disclosure is permitted, or required by law. The School also has a specific consent process which includes a sign off system and permission forms.

### **How will the School use personal information?**

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

- to identify a person;
- for the purpose for which the personal information was originally collected;
- for a purpose for which a person has consented;
- for any other purpose authorised or required by an Australian law; and
- for any other purpose authorised or required by a court or tribunal.

More specifically, the School may collect, hold, use or disclose a person's

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information relates to existing or anticipated legal proceedings and would not be available under the discovery process, or denying access is required or authorised by an Australian law or court order.

The School will seek to handle all requests for access to personal information as quickly as possible.

### Complaints

Complaints about a breach of the APPs must be made in writing and according to the School's Complaints and Grievances Policy, available at [www.yvg.vic.edu.au](http://www.yvg.vic.edu.au).

The School will investigate any complaint and will notify the complainant, in writing, of any decision in relation to the complaint as soon as practicable.

If a complainant is not satisfied with the response [complaints@yvg.vic.edu.au](mailto:complaints@yvg.vic.edu.au).

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