



Tanglin Gippsland Privacy Policy

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Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Head of Campus	Tanglin Australia Board – September 2024			September 2026

1 Overview

- 1.1 In accordance with federal privacy laws effective from 21 December 2001, Tanglin Gippsland is committed to regulating the collection, use, secure storage, and disclosure of personal information. We adhere to the principles outlined in the Australian Privacy Principles as mandated by legislation.

2 Details

- 2.1 Tanglin Gippsland is bound by and supports the Australian Privacy Principles for handling personal information. Tanglin can collect information about students and parents and/or guardians before, during, and after the course of a student’s enrolment; as well as that of job applicants, staff members, volunteers, and contractors.

2.2 Collection of Personal Information

- 2.2.1 Tanglin will generally collect personal information held about an individual on forms completed by parents/guardians or students, and through face-to-face meetings and interviews, telephone calls, etc. Tanglin will also collect personal information from job applicants, volunteers, and contractors who seek to be involved with Tanglin Gippsland. Information about these persons may also be obtained from referees or other organisations for whom they have worked.
- 2.2.2 Tanglin may also be obliged to collect particular information about its staff, parents, and students to comply with its obligations under the Education and Training Reform Act 2006 and to discharge its duty of care to its students and staff.
- 2.2.3 The kinds of personal information that Tanglin collects and holds include student information such as date of birth, identity documents, photographs, health information, academic results, and performance, contact details and addresses, employment history, qualifications, police records, references.

2.3 Personal Information Provided by Other People

- 2.3.1 In some circumstances, Tanglin may be provided with personal information about an individual from a third party; e.g., a report provided by a medical professional or a reference from another school.

2.4 Use of Personal Information

- 2.4.1 Tanglin's main purpose in collecting personal information is to enable it to provide education for each student. Tanglin may use the personal information of students and parents in the following ways:
- to keep parents informed about matters related to their child’s education, through correspondence, newsletters, magazines, and reports;
 - for day-to-day administration;
 - to ensure students’ educational, social, and medical well-being;
 - to seek donations and marketing for Tanglin; and
 - to satisfy Tanglin’s legal obligations and allow it to discharge its duty of care to its students and staff.

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2.4.2 Tanglin understands an individual’s right to keep his or her personal information private and is committed to protecting and maintaining the privacy, accuracy, and security of personal information.

2.5 Disclosure of Personal Information

2.5.1 Tanglin may disclose personal information, including sensitive information, held about an individual when it is reasonably necessary for, or directly related to, its educational functions and activities, including to:

- another educational institution, as required;
- government departments;
- medical practitioners;
- law enforcement agencies in relation to their enforcement-related activities (such as Victoria Police);
- service providers to Tanglin, including specialist visiting teachers and sports coaches;
- recipients of Tanglin publications; e.g., newsletters and magazines;
- parents; in the case of teachers – the Victorian Institute of Teaching; and
- any other agencies, organizations, or persons specifically authorized by a student, parent, or guardian and
- any disclosure that is required or authorized by or under an Australian law or a court order.

2.5.2 Tanglin may be required or authorized under the Child Information Sharing Scheme or the Family Violence Information Sharing Scheme to disclose or share personal information with other information sharing entities. Personal information may be disclosed or shared under the Child Information Sharing Scheme for the purpose, among others, of promoting the well-being or safety of children. Personal information may be disclosed or shared under the Family Violence Information Sharing Scheme for the purpose, among others, of managing a risk of a person committing family violence or a person being subjected to family violence.

2.5.3 Tanglin recognises there may be occasions when it is appropriate that access to and disclosure of such information to parents/guardians, and even to the students themselves, should be lawfully denied.

2.6 How Will Tanglin Treat Sensitive Information

2.6.1 Sensitive information 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, and health information. Unless authorized, or it is allowed by law, sensitive information will be used and disclosed only for the purpose for which it was provided, or for a directly related secondary purpose.

2.7 Management and Security of Personal Information

2.7.1 Tanglin has steps in place to protect the personal information it holds, including locked storage of paper records and passworded access rights to computerized records.

2.8 Failure to Provide Information

2.8.1 If the information Tanglin requests is not provided, the main consequences may be that Tanglin cannot enrol or continue to enrol a student, or employ or continue to employ a staff member, volunteer, or contractor, or allow a student to participate in an activity or to provide or allow services to be provided to the student.

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2.9 2.9 Access to Personal Information

2.9.1 A person may request access to personal information that Tanglin holds about him or her, and Tanglin will respond within a reasonable time. Tanglin will take reasonable steps to ensure that all personal information held by it is up to date, complete, relevant, not misleading and accurate. A person may ask for their personal information to be corrected if it is inaccurate. The personal information of an unsuccessful job applicant, volunteer, or contractor will be destroyed unless Tanglin is given consent to the information being held for future positions that might arise. In some circumstances, it may be lawful for Tanglin to refuse a person to have access to the personal information Tanglin holds about them. Further, the Australian Privacy Principles do not apply to an employee record. Therefore, this Privacy Policy does not apply to Tanglin's practices in relation to employee records if such practices relate to a current or former employment relationship and an employee record held by Tanglin concerning that relationship.

2.9.2 Requests to access or correct information that Tanglin Gippsland holds about an individual or a child should be sent to:

Head of Campus,
Tanglin Gippsland,
PO Box 93,
Rawson, Vic 3825,
or
email: mark.cutchie@tanglingippsland.com

2.10 Complaints

2.10.1 A person may make a complaint to Tanglin Gippsland if he or she considers that Tanglin has interfered with his or her privacy because of an alleged breach of the Australian Privacy Principles. The procedure to make a complaint is:

- the complaint is to be in writing and must be forwarded to the Head of Campus, PO Box 93 Rawson, Vic. 3825 or to mark.cutchie@tanglingippsland.com
- the complaint must specify the details of the alleged breach
- the Head of Campus or other person to whom the task is delegated, will consider the complaint and make a determination within 45 days and will inform the complainant of the outcome in writing
- if the Head of Campus determines that there has been a breach of the Australian Privacy Principles by Tanglin, he will advise the relevant persons at Tanglin in writing of any action required to remedy the breach and if the breach is not remedied within 30 days, the Head of Campus is to be informed
- Tanglin will maintain a record of all complaints and determinations and of the action taken to remedy any breach.

3 Related Tanglin Gippsland Policies

- Records Management Policy

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4 Policy Review

- 4.1 This policy is approved by the Board of Tanglin Australia and will be reviewed at least every two years by Tanglin’s Leadership Team. Leadership Team consists of the Tanglin Gippsland Head of Campus, Head of Learning and Head of Pastoral Care.
- 4.2 Any significant changes to this policy must be approved by the Board.

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