

Privacy Policy

Policy Number	2.3.1
Policy Name	FMS Privacy Policy
Compliance Standard NESA	B2.3
Compliance Standard ACECQA	NA
Date Reviewed	27.03.24
Revision Date	27.03.25
Endorsed By	CEO/Principal
Related Policies	Code of Conduct Use of Email and Electronic Facilities
Related Procedures	

The Peninsular Montessori Association Limited, trading as Forestville Montessori School, ABN 77 002 057 025 (School) is committed to protecting and respecting your privacy in accordance with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act).

This policy sets out the basis on which the School collects, holds, uses, discloses and otherwise handles any personal information.

1. Personal information collection
 - 1.1 The School may collect personal information from any individuals who may come into contact with the School, including students, parents/guardians, prospective parents/guardians, job applicants, staff, volunteers, alumni, contractors, visitors and others.
 - 1.2 The types of personal information the School may collect includes:
 - (a) Personal information including names, addresses, other contact details, dates of birth, next of kin details, government identifiers, financial information, photographs, images, school reports and attendance records.
 - (b) Sensitive information including nationality, country of birth, racial or ethnic origin, languages spoken at home, criminal records, and health information.
 - 1.3 The School will generally collect personal information directly from the individual such as through the completion of forms by parents or students, correspondence with the School, face-to-face meetings and interviews.
 - 1.4 The School may also collect personal information about an individual from third parties such as parents, another school or a medical practitioner.
2. Uses of the personal information
 - 2.1 The purposes that the School will collect, hold, use and disclose personal information include:
 - (a) enabling the School to provide schooling for the students;
 - (b) providing learning support, extra-curricular and health services to students;
 - (c) satisfying the School's legal obligations and allow the School to discharge its duty of care;
 - (d) keeping Parents informed about matters related to their child's schooling;

- (e) day-to-day operation and administration of the School;
- (f) marketing, promotional, networking, social and fundraising activities;
- (g) employment/engagement of staff, contractors and volunteers.

2.2 The School will use personal information it collects from the individual 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 the individual. We may also use personal information for purposes that the individual has consented to or as permitted by law (including for law enforcement or public health and safety reasons).

3. Disclosure of personal information

3.1 The School may disclose personal information to a number of third parties, including:

- (a) other schools;
- (b) government agencies or departments;
- (c) medical practitioners;
- (d) people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- (e) recipients of School publications, such as newsletters and magazines;
- (f) the School's insurers;
- (g) service providers who provide the School with business, technology, marketing, operational, professional and other services;
- (h) anyone to whom the School is required to disclose the information to by law; and
- (i) anyone the individual authorises the School to disclose information to.

3.2 The School may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with technology service providers which are situated outside Australia or to facilitate a school transfer. The countries in which these overseas recipients are likely to be located include the United States of America.

4. Storage and Security

4.1 The School holds personal information electronically in its IT systems, secure servers and databases as well as in paper records. The School has in place steps to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure including locked storage of paper records and password access rights to computerised records. The School's staff are also required to comply with the confidentiality clause in their employment contracts, follow School's Code of Conduct and document security protocols. The School only retains personal information for so long as it is necessary.

5. Using third party apps and websites

5.1 The School may provide links or references to third party apps and websites to which this privacy policy may not apply. You should review the privacy policy of each app and website and assess whether the relevant policy is acceptable to you before using those apps and/or websites.

6. Access and correction of personal information

6.1 An individual may request access to the personal information the School holds about them, or request that the School corrects the personal information by contacting the School in writing by using the contact details below.

- 6.2 The School will allow access or make the changes requested unless the School considers that the Privacy Act or another relevant law requires the School to withhold the information, or not make the changes. If the School cannot provide the individual with access to that information, the School will provide the individual with written notice explaining the reasons for refusal.
- 6.3 In accordance with the Privacy Act, the School has the right to and may charge a reasonable fee for processing any information access request.
7. Enquiries and privacy complaints
- 7.1 Please send requests for access or correction to personal information, questions or privacy complaints to:
Forestville Montessori School
1 Angel Place, Forestville NSW 2087
02 9452 2044
admin@forestvillemontessori.nsw.edu.au
- 7.2 The School will take any privacy complaints seriously and aim to resolve any such complaint in a timely and efficient manner. If you remain dissatisfied, you can also make a formal complaint with the Office of the Australian Information Commissioner.
8. Changes to our privacy policy
- 8.1 The School may review and update this privacy policy to ensure it remains appropriate to the changing School environment. Please check the School's website regularly for any changes.

Last updated: March 2024