



Privacy Policy

In the course of Alphington Grammar School's activities, we manage and protect personal information in accordance with the Privacy Act 1988 (Cth) (Privacy Act), the 13 Australian Privacy Principles (APPs) and, the Health Records Act (Vic).

Purpose:

This policy outlines the circumstances in which Alphington Grammar School obtains personal information, how they use and disclose that information and how they manage requests to access and/or change that information.

1. What is personal information and how do we collect it?

1.1. Personal information is information or an opinion about an individual from which they



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2.2.Solicited Information



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or for a related secondary purpose that would be reasonably expected by you,
or for an activity or purpose to which you have consented.

4.2.



- Ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Employee access is subject to user privilege;
 - Ensuring access to Alphington Grammar School's premises are secured at all times;
 - Implementing physical security measures around the school buildings and grounds to prevent break-ins;
 - Ensuring our IT and cyber security systems, policies and procedures are implemented and up to date;
 - Ensuring employees comply with internal policies and procedures when handling the information;
 - Undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the APPs or a similar privacy regime; and
 - The destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.
- 5.4. Our public website may contain links to other third-party websites outside of Alphington Grammar School. Alphington Grammar School is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

6. Responding to data breaches

- 6.1. Alphington Grammar School will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).
- 6.2. If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to



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8. Disclosure of personal information to overseas or interstate



Upon receiving such a request, we will take steps to verify the individual's identity before granting access or correcting the information.

- 11.3. Disengaged families will require both parties to provide consent to update/change their child's personal details.

12. Complaints

- 12.1. An individual can make a complaint about how Alphington Grammar School manages personal information, including a breach of the APPs or the Health Records Act (Vic), by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we may seek further information in order to provide a full and complete response.
- 12.2. Alphington Grammar School does not charge a fee for the handling of complaints.
- 12.3. If an individual is still not satisfied after all avenues of resolution have been exhausted, the complaint may be referred to the Office of the Australian Information Commissioner (OAIC). A complaint can be made using the OAIC online Privacy Complaint form or by email, or email.

13. How to contact us

- 13.1. Alphington Grammar School can be contacted about this Privacy Policy or about personal information generally, by:
- Emailing info@ags.vic.edu.au
 - Calling (03) 9497 4777
 - Writing to our Privacy Officer at PO Box 5007, Alphington VIC 3078.