



St Michael's
Lutheran Primary School

PRIVACY POLICY

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| Version | 4 | |
| Publication Date | March 24 2026 | |
| Review Date | March 2029 | |
| Responsibility | Principal | |
| Approved by | School Board | Date: March 24 2026 |

Related School Policies, Procedures and Documents

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| <ul style="list-style-type: none"> • Child Protection Policy • Mandatory Notification Procedure • Bullying and Harassment Policy • Recruitment Policy • New Staff and Volunteer Induction Procedure • Digital Technologies Policy • Social Media Policy • Volunteer policy | <ul style="list-style-type: none"> • Pastoral Care Program • Student Advocacy Policy • Excursion, Camps and Sporting Events Policy • Growing Deep • Valuing Safe Communities • Data Breach plan • WHS Procedures |
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1. Your Privacy Is Important

This statement outlines St Michael’s Lutheran School Hahndorf Inc. policy on how the School uses and manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Amendment (Enhancing Privacy Protection) Act 2012 (as amended)

The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools’ operations and practices and to make sure it remains appropriate to the changing school environment.

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

Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, we may collect personal information from the individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant, alumni, visitors or others that come into contact with the school.

While providing services, we may collect and hold:

- Personal Information including names, addresses and other contact details; dates of birth; next of kin details; photographic images; attendance records and financial information.

- Sensitive information (particularly in relation to student and parent records) including government identifiers (such as TFN), religious beliefs, nationality, country of birth, professional memberships, family court orders and criminal records.
- Health information (particularly in relation to student and parent records) including medical records, disabilities, immunisation details and psychological reports.

As part of our recruitment processes for employees, contractors and volunteers we may collect and hold:

- Personal information including name, contact details (including next of kin), date of birth and religion; salary and payment information, including superannuation details; licence information
- Sensitive information including government identifiers (such as TFN) nationality, country of birth, professional memberships, family court order and criminal records.
- Health information (particularly in relation to prospective staff and student records) including medical records, disabilities, immunisation details and psychological reports.

Generally, we will seek consent from the individual in writing before we collect their sensitive information (including health information).

It is noted that employee records are not covered by the APPs or the Health Privacy Principles, where they relate to current or former employment relations between the school and the employee.

3. Collection of personal information

The collection of personal information depends on the circumstances in which St Michael's Lutheran School is collecting it. If it is reasonable and practical to do so, we will collect personal information directly from the individual.

4. Solicited Information

St Michael's Lutheran School has, where possible, attempted to standardize the collection of personal information by using specifically designed forms (e.g. and Enrolment Form or Health Information Disclosure Form)

We also receive personal information by email, letter, notes, SeeSaw, website, meetings and phone conversations. Personal information is also collected through financial transactions and surveillance activities such as the use of CCTV cameras or email monitoring.

We may also collect personal information from other people (e.g. a third party administrator, referees for prospective employees) or independent sources. However, we will only do so where it is not reasonable and practical to collect the personal information from the individual directly.

We may collect information based on how individuals use our website. We collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisement which bring visitors to our website. This information is collected to analyze and improve our website, develop marketing campaigns and record statistics on web traffic. We do not personally identify individuals through the use of this information.

5. Unsolicited Information

Unsolicited information is personal information that St Michael's Lutheran School receives without having sought it through our normal means of collection.

This could include:

- Misdirected postal mail or electronic email
- Employment applications sent to us that are not in response to an advertised vacancy
- Additional information provided to you which was not requested

Unsolicited information obtained by the school will only be held, used or disclosed if it is considered as personal information that could have been collected by normal means. If that unsolicited information could not have been collected by normal means, then we will destroy, permanently delete or de-identify the personal information as appropriate.

6. Collection and use of sensitive information

We only collect sensitive information if it is:

- Reasonably necessary for one or more of these functions or activities and we have the individual's consent
- Necessary to lessen or prevent a serious threat to live, health or safety
- Another permitted general situation
- Another permitted health situation

We may share sensitive information to other entities in our organization structure, but only if necessary for us to provide our products or services.

7. How do we use personal information?

St Michael's Lutheran School only uses personal information that is reasonably necessary for one or more of our functions (our primary purpose) or activities or for a related secondary purpose that would be reasonably expected by you, or for an activity or purpose to which you have consented.

This may include, but is not limited to:

- Providing education, pastoral care, extra-curricular and health services
- Satisfying our legal obligations including our duty of care and child protection obligations
- Keeping parents informed as to School community matters through correspondence, newsletter and See Saw Posts
- Marketing, promotions and fundraising
- Supporting community-based causes and activities, charities and other causes in connection with the schools' functions or activities
- Helping us to improve our day-to-day operations, including training our staff
- System development; developing new programs and services; undertaking planning, research and statistical analysis
- School administration
- Employment of staff
- Engagement of volunteers

We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and the secondary purpose is directly related to the primary purpose.

We may share personal information to related bodies corporate, but only if necessary for us to provide our services.

The school may disclose information about an individual to overseas recipients only when it is necessary, for example to facilitate student exchange program. The school will not send information about an individual outside of Australia without their consent.

8. Storage and security of personal information

The school stores personal information in a variety of formats including, but not limited to:

- Databases
- Hard copy files
- Personal devices including laptops and iPads
- Third party storage provides such as cloud storage facilities

- Paper based files

St Michael's Lutheran School takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorized access, modification or disclosure.

These steps include, but are not limited to:

- restricting access and user privilege of information by staff depending on their role and responsibilities
- Ensuring staff do not share passwords
- Ensuring access to St Michael's Lutheran School premises are secure at all times
- Implementing physical security measures around the school and grounds to prevent intruders
- Ensuring our IT and cyber security systems, policies and procedures are implemented and up to date.
- Ensuring staff 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 the 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
- The destruction, deletion or deidentification of personal information we hold that is no longer needed or required to be retained by any other laws.

Our public website may contain links to third party websites outside of St Michael's Lutheran School. The school is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

9. Responding to data breaches

St Michael's Lutheran School will take appropriate and prompt action if we have a reasonable ground to believe that a data breach may have or is suspected to have occurred. The school has developed a data breach response plan outlining our response to a data breach.

10. Disclosure of personal information

Personal information is used for the purposes for which it was given to St Michael's Lutheran School, or for purposes which are directly related to one or more of our functions or activities.

Personal information may be disclosed to government agencies, other parents, other schools, recipients of the school publications, visiting teachers, Health professionals,

service providers, agents, contractors, business partners, related entities and other recipients from time to time, if the individual

- Has given consent
- Would reasonably expect the personal information to be disclosed in that manner

St Michael's Lutheran school may disclose personal information without consent or in a manner which an individual would reasonably expect if:

- We are required to do so by law
- The disclosure will lessen or prevent a serious threat to life, health or safety or an individual or to public safety
- Another permitted general situation applies
- Disclosure is reasonably necessary for law enforcement
- Another permitted health situation exists

10. Disclosure of your personal information to overseas recipients

Personal information about an individual may be disclosed to an overseas organization in the course of providing our services, for example when storing information with a 'cloud service provider' which stores data outside of Australia.

Where this occurs, we will however take all reasonable steps not to disclose an individual's personal information to overseas recipients unless:

- We have the individuals consent (which may be implied)
- We have satisfied ourselves that the overseas recipient is compliant with the APPs or a similar privacy regime
- We form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety, or
- We are taking appropriate action in relation to suspected unlawful activity or serious misconduct.

11. Personal information of students

The Privacy Act does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.

St Michael's Lutheran school, we will generally refer any requests for personal information to a student's caregivers. We will treat notices provided to caregivers as notices provided to students and will treat consents provided by caregivers as consents provided by a student.

We understand that children have rights under the Privacy Act and that in certain circumstances, such as when dealing with older students and their sensitive information, it will be appropriate to seek and obtain consent directly from students. We also acknowledge that there may be occasions where a student may give or withhold consent with respect to the use of the personal information independently from their caregivers.

There may also be occasions where caregivers are denied access to information with respect to their children because to provide such information would have an unreasonable impact on the privacy of others or result in a breach of the school's duty of care to the student.

12. The quality of personal information

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up to date, including at the time of using or disclosing the information.

If St Michael' Lutheran School becomes aware that the personal information is incorrect or out of date, we will take reasonable steps to rectify the incorrect information.

13. Access and correction of personal information

You may submit a request to us to access the personal information we hold or request that we change the personal information. Upon receiving such a request, we will take steps to verify your identity before granting access or correcting the information.

If we reject the request, you will be notified accordingly. Where appropriate, we will provide the reasons for our decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change, and we will attach this to their record.

14. Complaints

You can make a complaint about how St Michael's Lutheran School manages personal information, including a breach of the APP's (or the Health Privacy Principles) 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.

If you are not satisfied with our response, you may refer the complaint to the OAIC. A complaint can be made using the OAIC online or by mail, fax or email.

A referral to the OAIC should be a last resort once all other avenues of resolution have been exhausted.

15. Contact

St Michael's Lutheran School can be contacted about this Privacy Policy or about personal information by:

- Emailing admin@stmichaels.sa.edu.au
- Phoning (08) 8388 7228
- Writing to our Privacy Officer at 6 Balhannah Road, Hahndorf 5245

16. Related Documents

- A. Standard Collection Notice
- B. Employee Collection Notice
- C. Contractor / Volunteer Collection Notice
- D. Website Collection Notice