

Malek Fahd Islamic School Limited

ABN 41 003 864 891



Privacy Policy

Privacy Policy

Malek Fahd Islamic School is committed to protecting the privacy of personal information provided to and collected by the School.

This Privacy Policy sets out how the School protects your privacy and complies with the requirements of the *Privacy Act 1988* and the 13 Australian Privacy Principles (APPs). The School is also bound by the Health Privacy Principles (HPPs) which are contained in the *Health Records and Information Privacy Act 2002* (NSW).

The policy describes:

- who we collect information from
- the types of personal information collected and held by the School
- how this information is collected and held
- the purposes for which your personal information is collected, held, used and disclosed
- how you can gain access to your personal information and seek its correction
- how you may complain or enquire about the School's collection, handling, use or disclosure of your personal information and how that complaint or enquiry will be handled.

The School will, from time to time, review and update this policy and procedures to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

Who does the School collect personal information from?

The School collects personal information from students, parents, prospective parents, job applicants, staff, volunteers and others including past students, contractors, visitors and others that come into contact with the School.

What kinds of personal information does the School collect?

The type of information the School collects and holds includes, but is not limited to, personal information, including health and other sensitive information.

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

Sensitive information including religious beliefs; government identifiers; nationality; country of birth; languages spoken at home; professional or union memberships; occupations; family court orders and criminal records.

Health information including medical records; disabilities, immunisation details; individual health care plans; counselling reports; nutrition and dietary requirements.

How does the School collect personal information?

Personal information you provide

The School will generally collect personal information held about an individual by way of forms filled out by staff, parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasion, people other than staff, parents and students provide personal information.

Personal information provided by other people

In some circumstances the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records

Under the Privacy Act and the Health Records Act, the APPs and HPPs do not apply to an employee record. As a result, this policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment between the School and employee.

How will the School use the personal information?

Students and parents

The primary purpose for collecting student and parent personal information is to enable the School to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which enable students to take part in the activities of the School. This includes satisfying the needs of parents, the needs of the student and the needs of the School throughout the whole period a student is enrolled at the School.

The purposes for which the School uses student and parent personal information include:

- to keep parents informed about matters related to their child's schooling, through correspondence and newsletters
- day-to-day administration of the School
- looking after students' educational, social and medical wellbeing
- marketing for the School
- to satisfy the School's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or parent, if the information is not provided, the School may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants, staff members and contractors

The primary purpose for collecting job applicant, staff member and contractor personal information is to enable the School to assess and (if successful) engage an applicant or contractor.

The purposes for which the School uses job applicant and contractor personal information include:

- administering the individual's employment or contract
- for insurance purposes
- marketing for the School
- satisfying the School's legal obligations, for example, in relation to child protection legislation.

Volunteers

The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, to enable the School and volunteers to work together.

Marketing

The School treats marketing for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive.

School publications, including personal information such as photos, may be used for marketing purposes.

Who might the school disclose personal information to?

The School may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- other schools and staff at those schools
- government departments
- medical practitioners
- people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors
- providers of specialist advisory services and assistance to the School, including for Human Resources, child protection and students with additional needs
- providers of learning and assessment tools
- assessment and educational authorities
- agencies and organisations to whom the School is required to disclose personal information for education, funding and research purposes
- people providing administrative and financial services to the School
- recipients of School publications, such as newsletters

- students' parents or guardians
- anyone you authorise the School to disclose information to
- anyone to whom the School is required or authorised to disclose information to by law, including child protection laws.

How does the School treat sensitive information?

Personal information which is sensitive includes information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional association membership, philosophical beliefs, sexual orientation or practices, criminal record, health record or biometric data.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or if the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

School staff are required to respect the confidentiality of student, parent and staff personal information and the privacy of individuals.

The School has security controls in place to protect the personal information the School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password protected access rights to electronic records.

Access to paper and electronic personal information records is limited to a small number of senior School Executive and management staff.

Online storage of personal information

Electronic files containing personal information for administrative purposes are stored on site on the School's server. Only administration staff with specific security permissions can access this data. A local backup of the data is performed daily and an offsite backup is performed weekly.

Personal information recorded in the School's web-based student management system (Sentral) is hosted in the cloud by the service provider. It resides on the service provider's server which is situated in Australia. The School's IT team manage access to this data for administration and teaching staff according to strict security controls. Sentral data is backed up daily.

The School uses online/cloud service providers for purposes such as email, instant messaging and education and assessment applications. Some limited personal information may be provided to these service providers to enable them to authenticate users that access their services. This data resides on the service provider's servers which are situated in Australia.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act (NSW), an individual has the right to seek and obtain access to any personal information held by the School about them and to advise the School of any perceived inaccuracy.

The School may require you to verify your identity and specify what information you require. The School may charge a fee to cover the cost of verifying your request and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

If the School cannot provide you with access to the information requested, the School will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons).

Students and parents/caregivers

Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or to update any personal information the School holds about you or your child, please use the table below as a guide to contact the **Head of Campus** by telephone or in writing.

Campus	Telephone	Email	Address
Greenacre Primary	(02) 8732 7800	psadmin@mfis.nsw.edu.au	PO Box 5548 Chullora NSW 2190
Greenacre Secondary	(02) 8732 7800	admin@mfis.nsw.edu.au	PO Box 5548 Chullora NSW 2190
Beaumont Hills	(02) 8814 5282	admin_bh@mfis.nsw.edu.au	20 Mungerie Road Beaumont Hills NSW 2155
Hoxton Park	(02) 8783 5190	admin_hp@mfis.nsw.edu.au	210 Pacific Palms Circuit Hoxton Park NSW 2171

Job applicants, staff members, volunteers and contractors

Personal information records for the four School campuses are held at the Greenacre Secondary Campus.

To make a request to access or to update any personal information the School holds about you, please contact the **Deputy Principal Operations** by telephone or in writing.

Campus	Telephone	Email	Address
Greenacre Secondary	(02) 8732 7800	admin@mfis.nsw.edu.au	PO Box 5548 Chullora NSW 2190

Consent and rights of access to the personal information of students

The School respects every parent's right to make decisions about their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The School will treat consent given by parents as consent given on behalf of the student and notice to the parent will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the **Head of Campus** (see table above). However, there may be occasions when access is denied. Such occasions would include where the release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student or a court ruling.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about how the School manages personal information, or if you would like to make a complaint regarding a breach of the Australian Privacy Principles or Health Privacy Principles, please contact the **Principal**, principal@mfis.nsw.edu.au.

Alternatively, please contact the Principal's Personal Assistant, on (02) 8732 7800 or email papincipal@mfis.nsw.edu.au to make an appointment to discuss your matter with the Principal.

The School will investigate your complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.