PRIVACY POLICY

Last Review:

4. Definitions

(a)   Personal Information

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable;

(i)   whether the information or opinion is true or not; and

(ii)   whether the information or opinion is recorded in a material form or not.

Examples include an individual's name, address, contact number and email address.

(b)

5. Types of Personal Information Collected

Mentone Grammar collects personal information, including sensitive information, about:

> prospective, current or past students;
> parents or permanent carers;
> current and prospective employees;
> contractors and prospective contractors;
> volunteers;
> visitors;
> members; and
> any other person who comes into contact with Mentone Grammar.

The types of personal information that Mentone Grammar School collects and holds depends on the circumstances of collection.

For students, Mentone Grammar collects information such as name, age, contact details, academic record and history, and may collect sensitive information (such as information about a student's health or information about racial or ethnic origin).

For persons who deal with Mentone Grammar in some other capacity (for example, as a prospective or current employees, parent or permanent carer

from medical forms, incident reports, occupational health and safety requirements (including capacity to work certificates), and Victorian Institute of Teaching or Working with Children clearance requirements, provided by the applicant, the employee, or any other third party authorised by the applicant or employee.

Mentone Grammar has overt CCTV cameras installed on school premises that are clearly signed and in place for safety and security purposes, and to deter vandalism and inappropriate behaviour (including at entrances/exits to the School, as well as in hallways and other open areas). CCTV cameras will not be installed in private areas such as toilets, washrooms, change rooms, lactation rooms, staff rooms. Accordingly, information may also be collected in relation to anyone that comes into contact with Mentone Grammar through the use of those CCTV cameras. CCTV cameras record content on sensor activation - recordings only start once the sensor detects

fundraising. Parents, employees, contractors and other members of the wider Mentone Grammar community may from time to time receive fundraising information. Further, Mentone Grammar publications, which include personal information or images, may be used for marketing purposes.

Disclosure to Overseas Recipients

Mentone Grammar is not likely to disclose personal information

9. Information Quality

Mentone Grammar will take reasonable steps to ensure that personal information that is collected, used and disclosed is accurate and up-to-date. Mentone Grammar will immediately update its records when an individual provides any new information or information that has changed.

10. Integrity of Information

Mentone Grammar will take such steps that are reasonable to protect personal information from:

> misuse, interference and loss; and
> unauthorised access, modification or disclosure.

This includes taking appropriate security measures to protect electronic materials and material stored and generated in hard copy.

Mentone Grammar will take reasonable steps to ensure that information is destroyed or de-identified when it is no longer required by law.

11. Access to Information
Mentone Grammar will, on request by an individual, give that individual access to any personal information held by Mentone Grammar about that individual.

In particular:

i. Parents may seek access to personal information collected about their child who is a student of Mentone Grammar. It is the responsibility of Mentone Grammar to ensure that they do not disclose information which would have an unreasonable impact on the privacy of others, where access may result in a breach of Mentone Grammar's duty of care to the student and legal obligations.

ii. Mentone Grammar may, at its discretion, on the request of a student, grant that student access to information held by Mentone Grammar about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parent or carer. This would normally be done only when the student involved had reached 18 years of age, but Mentone Grammar could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

Any request for access should be made to the Director of Business: Tel: (+ 61 3) 9584 4211. Mentone Grammar will provide them with access to their personal information, but may charge an access fee to cover the cost of retrieving and supplying the information.

12. Consent

Mentone Grammar will treat consent given by parents as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

However, Mentone Grammar reserves the right to accept consent from senior students who are mature enough to make informed decisions about how their personal information is collected, used or disclosed.

13. Enquiries and Complaints

Any person may request further information about the way Mentone Grammar manages the personal information it holds by submitting a request to:

The Director of Business: Tel: (+61 3) 9584 4211

A person who wishes to make a complaint about Mentone Grammar's compliance with the Australian Privacy Principles, can submit the complaint to:

> in the first instance, The Director of Business: Tel: (+61 3) 9584 4211
> otherwise, Office of the Australian Information Commissioner: 1300 363 992

Mentone Grammar will investigate any complaint and will notify the person who made the complaint of the School's decision as soon as practicable after it has been made.

14. Consequences of a Breach of this Policy

Mentone Grammar emphasises the need to comply with the requirements of this policy.

Any data breaches may be reported by the School to the Office of the Australian Information Commissioner where required in accordance with the