



## **Gumma Place Special Assistance School    Privacy Policy**

### **Introduction**

This Privacy Policy explains how Gumma Place Special Assistance School manages personal information, the rights you have in relation to that information, and how to make a complaint if you believe your privacy has been breached.

The School is bound by the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth), and in relation to health records, the Health Privacy Principles contained in the Health Records and Information Privacy Act 2002 (NSW).

Please note: under the Privacy Act and the Health Records Act, the APPs and Health Privacy Principles do not apply to certain employee records. As a result, this Privacy Policy does not apply to the School's treatment of employee records where that treatment is directly related to a current or former employment relationship.

The School may update this Privacy Policy from time to time to reflect changes in law, technology, or school operations. The latest version will always be available on our website.

The Principal is responsible for managing privacy queries, complaints, and any identified privacy breaches.

### **1. Types of Personal Information We Collect**

The School collects and holds personal information (including health and other sensitive information) about:

Students and Parents/Guardians:

- Personal details: name, contact details, date of birth, gender, language background, previous school.
- Family information: parents' education, occupation, language spoken at home, nationality and country of birth.
- Health and wellbeing: disability or allergy details, dietary needs, absence notes, medical reports, doctor contact details, Medicare number, counselling records.
- Academic: assignment and exam results, school reports, behaviour and conduct records.
- Legal/administrative: Family Court orders, criminal records, referrals to government welfare agencies.
- Other: photos, videos, volunteering information.

Job Applicants, Volunteers and Contractors:

- Personal details: name, contact information, date of birth, religious or cultural background (where relevant).
- Application information: professional history, qualifications, references.
- Employment/contract information: salary, payment and superannuation details, leave, medical certificates, complaint or investigation records.
- Other: workplace surveillance data, photos and videos at school events, work-related emails.

Other Individuals:

- Visitors, community members and other contacts: name, contact details, and any information necessary for their involvement with the School.

## **2. How We Collect Personal Information**

We collect personal information:

- Directly from you: through enrolment forms, meetings, phone calls, emails, or online applications.
- From others: such as medical practitioners, other schools, referees, or welfare agencies.
- Through systems: including CCTV security cameras, school email monitoring, and other ICT systems used for school purposes.

## **3. Purposes for Collecting and Using Information**

The School uses personal information to:

- Provide quality education and support services.
- Keep parents and guardians informed (via newsletters, apps, emails, correspondence).
- Manage day-to-day administration of the School.
- Ensure student wellbeing, safety, and duty of care.
- Process applications for enrolment, employment, or volunteering.
- Manage financial matters, including fee relief or payment processing.
- Comply with legal and child protection obligations.
- Administer extracurricular activities and events.
- (Where applicable) seek donations and support for the School.

## **4. Disclosure of Personal Information**

The School may disclose personal information to:

- Other schools (e.g. when a student transfers).
- Government departments and agencies (for policy, funding, or compliance).
- Medical practitioners and allied health professionals.
- Education authorities (e.g. ACARA, NAPLAN administrators).
- Service providers (IT, data storage, financial services, assessment tools).
- Volunteers, counsellors, and visiting specialists engaged by the School.
- Parents/guardians of students.
- Any party authorised by you, or where required by law (including child protection laws).

## **5. Storage and Security of Information**

Personal information is stored both physically and electronically. We take reasonable steps to protect information from misuse, interference, loss, unauthorised access, modification or disclosure, including:

- Secure filing systems and locked storage for paper records.
- Restricted access to information based on staff roles.
- ICT security systems (e.g. passwords, firewalls, monitoring).

- Cloud-based storage systems, which may be hosted overseas (e.g. Google Workspace for Education).

## 6. Access and Correction

Individuals have the right to access and request correction of personal information held by the School. Requests can be made to the Principal or Business Manager. Proof of identity may be required.

Access may be denied where disclosure would impact the privacy of others, breach duty of care, or be contrary to law.

Where access is refused, the School will provide written reasons and details on how to lodge a complaint.

## 7. Student and Parent Rights

- The School usually seeks consent and provides notices to parents/guardians.
- In some cases, mature students may have the right to access or manage their own information directly.
- Parents may request access to their child's information, though access may be restricted if not in the student's best interests or contrary to law.

## 8. Fundraising and Marketing

From time to time, the School may use personal information to support fundraising or community engagement activities. You may opt out by contacting the School.

## 9. Enquiries and Complaints

For questions or complaints, contact:

Principal  
Gumma Place Special Assistance School  
Email: [admin@shoretrack.org.au](mailto:admin@shoretrack.org.au)  
Phone: +61 434 392 510

If unresolved, complaints can be lodged with the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au)

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Policy Name: Privacy Policy

Last Updated: 10/08/2025

Responsible: Principal

Review Cycle: Every 5 years, or as required by legislation

Location: <https://gummaplace.nsw.edu.au/>