



GLENVALE
CHRISTIAN SCHOOL

PRIVACY POLICY

GLENVALE CHRISTIAN SCHOOL IS COMMITTED TO PROTECTING YOUR PRIVACY

The following is information that the Privacy Act requires us to communicate to all of our School Families. We recommend that you keep this information for future reference.

Your Personal Information

Personal information held by Glenvale Christian School about you and your family members may include names, dates of birth, current and previous addresses, phone/mobile numbers, email addresses, bank account or credit card details, occupation and medical records.

If you choose not to provide personal information we may not be able to provide you with the services you and your family members require.

How we Collect Personal Information

Glenvale Christian School collects information in a number of ways including:

- Directly from you, when you provide information by phone or in documents such as an enrolment application, membership application and health card.
- From relevant third parties.
- From publicly available sources of information.
- From our own records such as school lists and databases.
- When legally required to do so.

How We Use Your Personal Information

Your personal information may be used in order to:

- Keep parents informed about matters related to their child's schooling;
- Look after students' educational, social and health needs;
- Celebrate the efforts and achievements of students;
- Enable day-to-day administration;
- Satisfy the School's legal obligations; and
- Allow the School to discharge its duty of care.

Disclosure to Third Parties

Except where required by law, we only disclose personal information to third parties with your express consent. We do not disclose names and addresses to third parties for their own use.

Security of Your Personal Information

We take all reasonable precautions to protect your personal information from loss, unauthorised access, modification and unauthorised disclosure.

Consent

Where consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. Glenvale Christian School will generally seek the consent of the student's parents / guardian and will treat consent given by the parent / guardian as consent given on behalf of the student.

Consent for Use of Student Photos and Video Images

Situations that are for the purpose of praising and promoting the efforts of students or the school within the School do not require consent.

Situations that are for the purpose of direct marketing or off campus promotion require specific permission / written consent.

Any photos or videos taken by families must be for personal use only and MUST NOT be posted or distributed in any public places outside of the school. (eg. Facebook)

Help us to Ensure we Hold Accurate Information

Glenvale Christian School takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up to date. However, the accuracy of the information depends to a large extent on the information you provide. We forward a database check to all families early in Term 1 and all parents / guardians are requested to check this information carefully and return the updated form by the due date. We also recommend that you:

- Let us know if there are any errors in your personal information.
- Keep us up to date with changes to personal information, such as your name and address, and consent for use of images for off campus promotion.

You Can Access Your Personal Information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for security reasons.

Glenvale Christian School reserves the right to charge a fee for searching for and providing access to your information.

How to Contact Us

If you have any questions in relation to the privacy of your personal information, please contact us on 4634 0113 between 9:00am and 3.30pm Monday to Friday. Alternatively you can write to our **Privacy Officer** via admin@gcs.qld.edu.au or care of 623-661 Boundary St, Toowoomba, QLD 4350.