

## **Privacy**

### **Your Privacy is Important**

NECOM is bound by and adheres to the National Privacy Principles contained in the Commonwealth Privacy Act and as such this statement outlines how NECOM uses and manages personal information provided to or collected by it.

This Privacy Policy will from time to time be reviewed and updated to take account of new laws and technology, changes to NECOM's operations and practices and to make sure it remains appropriate to our changing environment.

What kind of personal information does NECOM collect and how does NECOM collect it?

The type of information NECOM collects and holds includes (but is not limited to) personal information, including sensitive information about:

- Students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at NECOM;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with NECOM.

### **Personal Information you provide**

NECOM will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than Parents and students provide personal information.

### **Personal Information provided by other people**

In some circumstances NECOM may be provided with personal information about an individual from a third party, for example a reference from another school or tutor.

### **Exception in Relation to Employee Records**

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to NECOM's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between NECOM and employee.

### **How will the NECOM use the Personal Information you provide?**

NECOM will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

## **Students and Parents**

In relation to personal information of students and Parents, NECOM's primary purpose of collection is to enable the music tutoring for your child. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at NECOM.

The purposes for which NECOM uses personal information of students and Parents include:

- To keep Parents informed about matters related to their child's music education , through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after students' educational, social and medical well-being;
- Seeking donations and marketing for NECOM;
- To satisfy NECOM's legal obligations and allow NECOM to discharge its duty of care;
- If required, parent information may be sent to an external debt collection agency for the recovery of fees.

*In some cases where NECOM requests personal information about a student or Parent, if the information requested is not obtained, NECOM may not be able to enrol or continue the enrolment of the student.*

### **Job Applicants, Staff Members and Contractors**

In relation to personal information of job applicants, staff members and contractors, NECOM's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which NECOM uses personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for NECOM;
- To satisfy NECOM's legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

NECOM also obtains personal information about volunteers who assist in its functions or conduct associated activities, such as (alumni associations), to enable NECOM and the volunteers to work together.

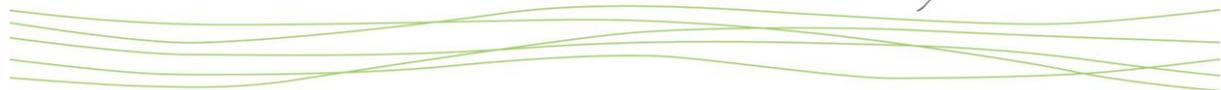
### **Marketing and Fundraising**

NECOM treats marketing and seeking donations for its future growth and development as an important part of ensuring that NECOM continues to be a quality learning environment in which both students and staff thrive. Personal information held by NECOM may be disclosed to an organization that assists in its fundraising.

Parents, staff, contractors and other members of the wider NECOM community may from time to time receive fundraising information. NECOM publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### **Who might NECOM disclose Personal Information to?**

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NECOM may disclose personal information, including sensitive information, held about an individual to:

- A school;
- Government departments;
- Medical practitioners;
- People providing services to the College, including for example, specialist visiting teachers;
- Recipients of NECTOM publications, like newsletters and magazines;
- Outside debt collection for non-payment of fees;
- Friends of NECTOM;
- Parents; and
- Anyone you authorise NECTOM to disclose information to.

#### **Sending Information Overseas:**

NECOM will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or
- Otherwise complying with the National Privacy Principles.

#### **How does NECTOM treat Sensitive Information?**

In referring to 'sensitive information', NECTOM means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

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 the use or disclosure of the sensitive information is allowed by law.

#### **Management and Security of Personal Information**

NECOM's Staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

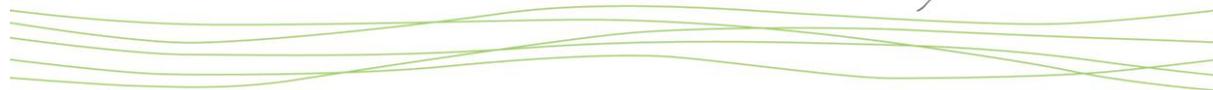
NECOM has in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage or paper records and pass-worded access rights to computerised records.

#### **Updating Personal Information**

NECOM is required to ensure that the personal information records it holds are accurate, complete and up-to-date, particularly in terms of the ATO, superannuation and in times of emergency.

A NECTOM staff member must update their personal information held by NECTOM by contacting the Reception and completing an Information Form.

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The National Privacy Principles require NECOM not to store personal information longer than necessary.

You have the right to check what personal information NECOM holds about you.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which NECOM holds about them and to advise NECOM of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves.

To make a request to access any information NECOM holds about you or your child, please contact the Director in writing.

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

### **Consent and Rights of Access to the Personal Information of Students**

NECOM respects every Parent's right to make decisions concerning their child's education.

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

Parents may seek access to personal information held by NECOM about them or their child by contacting the Director. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of NECOM's duty of care to the student.

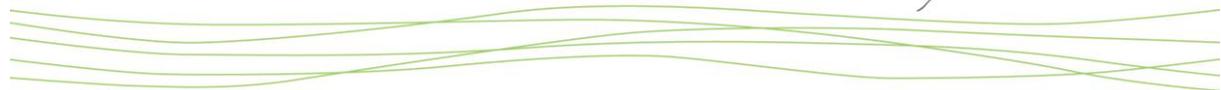
NECOM may, at its discretion, on the request of a student grant that student access to information held by NECOM about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the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

### **Standard Collection Notice**

In respect of collecting information of a personal or sensitive nature the following Standard Collection Notice shall apply:

- NECOM collects personal information including sensitive information about students and parents or guardians before and during the course of a student's enrolment at NECOM. The primary purpose of collecting this information is to enable NECOM to provide musical education for your son/daughter. This includes satisfying the needs of parents and guardians and the needs of the student throughout the whole period he/she is enrolled.
- Some of the information we collect is to satisfy NECOM's legal obligations, particularly to enable NECOM to discharge its duty of care.

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- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us.
- NECOM, from time to time has to disclose certain personal information and sensitive information to others. This includes government departments, medical practitioners, publications and people providing services to NECOM, including specialist visiting teachers.
- If we do not obtain the information referred to above we may not be able to continue the enrolment of your son/daughter.
- Personal information collected from students is regularly disclosed to their parents and guardians. On occasions it is published in NECOM newsletters and magazines.
- Parents may seek access to personal information collected about them and their children by contacting NECOM. However, there will be occasions when access is denied. Such occasions would include where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of NECOM's duty of care to the student.
- As you may know NECOM from time to time engages in fundraising activities. The information received from you may be used to make an appeal to you. (It may also be disclosed to organizations that assist in NECOM's fundraising activities).
- If you provide NECOM with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing that information to NECOM and why, that they can access that information if they wish and NECOM does not usually disclose the information to third parties.

### **Enquiries**

If you would like further information about the way NECOM manages the personal information it holds, please contact the Director.

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