

## **Bullet Pointed Summary of Privacy Policy**

- The Privacy Policy sets out what personal information GST holds and how it manages it.
- GST is following the current disposal freeze on records relating to children issued by the Office of the State Archivist and so keeps all records relating to students until at least 2029.
- **GST holds the following information about pupils and parents/ carers before, during and after a pupil's enrolment at the school:**
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents'/ carers' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - behaviour notes, and school reports;
  - information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - photos and videos at school events.
- **GST uses personal information of pupils and parents/ carers for the following:**
  - to keep parents/ carers informed about matters related to their child's schooling;
  - day-to-day administration;
  - looking after pupils' educational, social, emotional and medical wellbeing;
  - seeking donations and marketing for the school; and
  - to satisfy GST's legal obligations and allow the school to discharge its duty of care.
- **GST holds the following information about job applicants, staff members, volunteers and contractors:**
  - name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - leave details;
  - photos and videos at school events;
  - work emails and private emails (when using work email) and Internet browsing history.
- **GST uses personal information of job applicants and contractors for the following:**
  - administering the individual's employment or contract, as the case may be;
  - for insurance purposes;
  - seeking funds and marketing for the school; and
  - satisfying the school's legal obligations, for example, in relation to child protection legislation.

Paper records are kept in locked filing cabinets and electronic ones are password protected.