

Your privacy is important

This Privacy Policy applies to the National Office of Adventist Schools Australia (ASA), the Seventh-day Adventist School System in Australia.

This statement outlines ASA's policy on how it uses and manages personal information provided to or collected by it.

ASA is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

ASA may from time to time review and update this Privacy Policy to take account of new laws and technology, changes to the system's operations and practices, and to make sure it remains appropriate to the changing education environment.

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

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

- teachers who are employed in schools operating under its jurisdiction;
- job applicants; and
- other people who come into contact with the system.

Personal information you provide

ASA will generally collect personal information held about an individual by way of forms completed by the individual, face-to-face meetings and interviews, and telephone calls. On occasions other people provide personal information.

Personal information provided by other people

In some circumstances ASA may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another person, school or system.

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 ASA's treatment of an employee's record, where the treatment is directly related to a current or former employment relationship between ASA and the employee.

How will ASA use the personal information you provide?

ASA 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.

Employment applicants – (teachers and administrators applying for employment in systems and schools under ASA's jurisdiction)

In relation to the personal information of employment applicants, ASA's primary purpose of collection is to assess and (if appropriate) to recommend the employment of the applicant to the school systems under its jurisdiction.

The purposes for which ASA uses personal information of employment applicants include:

- Determining a persons suitability for employment within ASA;
- Providing information to employing authorities (presidents, secretary-treasurers and education directors) within the systems under its jurisdiction; and
- To satisfy ASA's legal obligations and allow ASA to discharge its duty of care.

School Staff

ASA will from time to time seek personal information from persons employed in schools under its jurisdiction. The purpose of this is to obtain information that will assist ASA in the development of policies and procedures for the benefit of those employees and the schools in which they serve and to provide information to relevant government departments.

Who might ASA disclose personal information to?

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

- Conference administrators and education directors within Australia;
- The directors and the members of any affiliated education corporation of ASA;
- Other Union and Conference administrators and education directors within the South Pacific Division of the Seventh-day Adventist Church;
- Anyone you authorise ASA to disclose information to.

Sending information overseas

ASA 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 ASA treat sensitive information?

In referring to "sensitive information", ASA 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; 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 unless the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

ASA's staff members are required to respect the confidentiality of personal information and the privacy of individuals.

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

Updating personal information

ASA endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by ASA by contacting the secretary of ASA at any time.

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

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

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that ASA holds about them and to advise ASA of any perceived inaccuracy.

To make a request to access any information ASA holds about you, please contact the secretary in writing.

ASA may require you to verify your identity and specify what information you require. ASA 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, ASA will advise the likely cost in advance.

Privacy Complaints

If you wish to make a complaint about a breach by us of this policy you may do so by providing your written complaint by email, letter, or by facsimile to the ASA National Director as noted below. You may also make a complaint verbally.

We will respond to your complaint within a reasonable time (usually no longer than 30 days) and we may seek further information from you in order to provide a full and complete response.

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

Enquiries

If you would like further information about the way ASA manages personal information it holds, please contact the National Office:

Phone: 03 9871 7518
Fax: 03 9870 7715
Email: schools@adventist.edu.au
Postal address: PO Box 4368, Ringwood Vic 3134