

PRIVACY POLICY

Indie School is bound by the provisions of the national Privacy Act 1998, the Information Privacy Act 2000 (Vic) and the Health Records Act 2001 (Vic).

This policy is based on Privacy Principles contained within the Privacy Act 1988 Schedule 3, which apply to our organisation by virtue of the funding we receive for our Commonwealth Funding Agreements.

1. Collection

- 1.1 Indie School only collects personal information when the information is necessary for one or more of our functions or activities.
- 1.2 Indie School collects personal information only by lawful and fair means and not in an unreasonably intrusive way.
- 1.3 At or before the time (or, if that is not practicable, as soon as practicable after) Indie School collects personal information about an individual from the individual, Indie School takes reasonable steps to ensure that the individual is aware of:
 - (a) the identity of Indie School and how to contact it; and
 - (b) the fact that he or she is able to gain access to the information; and
 - (c) the purposes for which the information is collected; and
 - (d) the organisations or bodies to which Indie School usually discloses information of that kind; and
 - (e) any law that requires the particular information to be collected; and
 - (f) the main consequences (if any) for the individual if all or part of the information is not provided.
- 1.4 If it is reasonable and practicable to do so, Indie School collects personal information about an individual only from that individual.
- 1.5 When Indie School collects personal information about an individual from someone else, we take reasonable steps to ensure that the individual is or has been made aware of the matters listed in point 1.3 above, except to the extent that making the individual aware of the matters would pose a serious threat to the life or health of any individual.

2 Use and disclosure

- 2.1 Indie School will not use or disclose personal information about an individual for a purpose (the **secondary purpose**) other than the primary purpose of collection unless:
- (a) both of the following apply:
 - (i) the secondary purpose is related to primary purpose of collection and, if the personal information is sensitive information, directly related to the primary purpose of collection
 - (ii) the individual would reasonably expect Indie School to use or disclose the information for the secondary purpose; or
 - (b) the individual has consented to the use or disclosure; or
 - (c) if the information is not sensitive information and the use of the information is for the secondary purpose of direct marketing; and
 - (i) it is impracticable for Indie School to seek the individual's consent before that particular use; and
 - (ii) Indie School will not charge the individual for giving effect to a request by the individual to Indie School not to receive direct marketing communications; and
 - (iii) the individual has not made a request to Indie School not to receive direct marketing communications; and
 - (iv) in each direct marketing communication with the individual, Indie School draws to the individual's attention, or prominently displays a notice, that he or she may express a wish not to receive any further direct marketing communications; and
 - (v) each written direct marketing communication by Indie School with the individual (up to and including the communication that involves the use) sets out Indie School's business address and telephone number and, if the communication with the individual is made by fax, telex or other electronic means, a number or address at which Indie School can be directly contacted electronically; or
 - (d) if the information is health information and the use or disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or public safety:
 - (i) it is impracticable for the organisation to seek the individual's consent before the use or disclosure; and
 - (ii) the use or disclosure is conducted in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph; and
 - (iii) in the case of disclosure - the organisation reasonably believes that the recipient of the health information will not disclose the health information, or personal information derived from the health information; or

- (e) the organisation reasonably believes that the use or disclosure is necessary to lessen or prevent:
 - (i) a serious and imminent threat to an individual's life, health or safety; or
 - (ii) a serious threat to public health or public safety; or
 - (f) the organisation has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part of its investigation of the matter or in reporting its concerns to relevant persons or authorities; or
 - (g) the use or disclosure is required or authorised by or under law; or
 - (h) the organisation reasonably believes that the use or disclosure is reasonably necessary for one or more of the following by or on behalf of an enforcement body:
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law;
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime;
 - (iii) the protection of the public revenue;
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct;
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.
- 2.2 If Indie School uses or discloses personal information under paragraph 2.1(h), it must make a written note of the use or disclosure.
- 2.3 Despite subclause 2.1, Indie School, in providing a health service to an individual may disclose health information about the individual to a person who is responsible for the individual if:
- (a) the individual:
 - (i) is physically or legally incapable of giving consent to the disclosure; or
 - (ii) physically cannot communicate consent to the disclosure; and
 - (b) a natural person (the *carer*) providing the health service for the organisation is satisfied that either:
 - (i) the disclosure is necessary to provide appropriate care or treatment of the individual; or
 - (ii) the disclosure is made for compassionate reasons; and
 - (c) the disclosure is not contrary to any wish:
 - (i) expressed by the individual before the individual became unable to give or communicate consent; and
 - (ii) of which the carer is aware, or of which the carer could reasonably be expected to be aware; and

- (d) the disclosure is limited to the extent reasonable and necessary for a purpose mentioned in paragraph (b).

2.4 For the purposes of subclause 2.3, a person is **responsible** for an individual if the person is:

- (a) a parent of the individual; or
- (b) a child or sibling of the individual and at least 18 years old; or
- (c) a spouse or de facto of the individual, or
- (d) a relative of the individual, at least 18 years old and a member of the individual's household; or
- (e) a guardian of the individual; or
- (f) exercising an enduring power of attorney granted by the individual that is exercisable in relation to decisions about the individual's health; or
- (g) a person who has an intimate personal relationship with the individual; or
- (h) a person nominated by the individual to be contacted in case of emergency.

2.5 In subclause 2.4:

- **child** of an individual includes an adopted child, a step-child and a foster-child, of the individual
- **parent** of an individual includes a step-parent, adoptive parent and a foster-parent, of the individual.
- **relative** of an individual means a grandparent, grandchild, uncle, aunt, nephew or niece, of the individual.
- **sibling** of an individual includes a half-brother, half-sister, adoptive brother, adoptive sister, step-brother, step-sister, foster-brother and foster-sister, of the individual

3. Data quality

Indie School takes reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

4. Data security

4.1 Indie School takes reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

4.2 Indie School takes reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under National Privacy Paragraph 2.

5. Openness

5.1 Indie School in this document has clearly expressed our policy on its management of personal information. Indie School makes this document available to anyone who asks for it.

- 5.2 On request by a person, Indie School takes reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

6. Access and correction

- 6.1 When Indie School holds personal information about an individual, we provide the individual with access to the information on request by the individual, except to the extent that:
- (a) in the case of personal information other than health information-providing access would pose a serious and imminent threat to the life or health of any individual; or
 - (b) in the case of health information-providing access would pose a serious threat to the life or health of any individual; or
 - (c) providing access would have an unreasonable impact upon the privacy of other individuals; or
 - (d) the request for access is frivolous or vexatious; or
 - (e) the information relates to existing or anticipated legal proceedings between Indie School and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
 - (f) providing access would reveal the intentions of Indie School in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
 - (g) providing access would be unlawful; or
 - (h) denying access is required or authorised by or under law; or
 - (i) providing access would be likely to prejudice an investigation of possible unlawful activity; or
 - (j) providing access would be likely to prejudice;
 - (i) the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
 - (ii) the enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) the protection of the public revenue; or
 - (iv) the prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
 - (v) the preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders; or
 - (k) an enforcement body performing a lawful security function asks Indie School not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.
- 6.2 However, where providing access would reveal evaluative information generated within Indie School in connection with a commercially sensitive decision-making process, Indie School may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

- 6.3 If Indie School is not required to provide the individual with access to the information because of one or more of paragraphs 6.1(a) to (k) (inclusive), Indie School will, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.
- 6.4 If Indie School charges for providing access to personal information, those charges:
- (a) will not be excessive; and
 - (b) will not apply to lodging a request for access
- 6.5 If Indie School holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up-to-date, Indie School will take reasonable steps to correct the information so that it is accurate, complete and up-to-date.
- 6.6 If the individual and Indie School disagree about whether the information is accurate, complete and up-to-date, and the individual asks Indie School to associate with the information a statement claiming that the information is not accurate, complete or up-to-date, Indie School will take reasonable steps to do so.
- 6.7 Indie School will provide reasons for denial of access or a refusal to correct personal information.

7. Identifiers

- 7.1 Indie School will not adopt as its own identifier of an individual an identifier of the individual that has been assigned by:
- (a) an agency; or
 - (b) an agent of an agency acting in its capacity as agent; or
 - (c) a contracted service provider for a Commonwealth contract acting in its capacity as contracted service provider for that contract.
- 7.2 Indie School will not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in subclause 7.1, unless:
- (a) the use or disclosure is necessary for Indie School to fulfil its obligations to the agency; or
 - (b) one or more of paragraphs 2.1(e) to 2.1(h) (inclusive) apply to the use or disclosure; or
 - (c) the use or disclosure is by a prescribed organisation of a prescribed identifier in prescribed circumstances.
- 7.3 In this clause:
identifier includes a number assigned by an organisation to an individual to identify uniquely the individual for the purposes of the organisation's operations. However, an individual's name or ABN (as defined in the *A New Tax System (Australian Business Number) Act 1999*) is not an **identifier**.

8. Anonymity

Wherever it is lawful and practicable, individuals will have the option of not identifying themselves when entering transactions with Indie School.

9. Transborder data flows

Indie School may transfer personal information about an individual to someone (other than the organisation or the individual) who is in a foreign country only if:

- (a) Indie School reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles; or
- (b) the individual consents to the transfer; or
- (c) the transfer is necessary for the performance of a contract between the individual and Indie School, or for the implementation of pre-contractual measures taken in response to the individual's request; or
- (d) the transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between the organisation and a third party; or
- (e) all of the following apply:
 - (i) the transfer is for the benefit of the individual;
 - (ii) it is impracticable to obtain the consent of the individual to that transfer;
 - (iii) if it were practicable to obtain such consent, the individual would be likely to give it; or
- (f) Indie School has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the National Privacy Principles.

10. Sensitive information

10.1 Indie School will not collect sensitive information about an individual unless:

- (a) the individual has consented; or
- (b) the collection is required by law; or
- (c) the collection is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual, where the individual whom the information concerns:
 - (i) is physically or legally incapable of giving consent to the collection; or
 - (ii) physically cannot communicate consent to the collection;

10.2 Despite subclause 10.1, Indie School may collect health information about an individual if:

- (a) the information is necessary to provide a health service to the individual; and
- (b) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation.

- 10.3 Despite subclause 10.1, Indie School may collect health information about an individual if:
- (a) the collection is necessary for any of the following purposes:
 - (i) research relevant to public health or public safety;
 - (ii) the compilation or analysis of statistics relevant to public health or public safety;
 - (iii) the management, funding or monitoring of a health service; and
 - (b) that purpose cannot be served by the collection of information that does not identify the individual or from which the individual's identity cannot reasonably be ascertained; and
 - (c) it is impracticable for Indie School to seek the individual's consent to the collection; and
 - (d) the information is collected:
 - (i) as required by law (other than this Act); or
 - (ii) in accordance with rules established by competent health or medical bodies that deal with obligations of professional confidentiality which bind the organisation; or
 - (iii) in accordance with guidelines approved by the Commissioner under section 95A for the purposes of this subparagraph.
- 10.4 If Indie School collects health information about an individual in accordance with subclause 10.3, Indie School will take reasonable steps to permanently de-identify the information before Indie School discloses it.

Definitions

'Health Information' means:

- (a) information or an opinion about:
 - (i) the health or disability (at any time) of an individual; or
 - (ii) an individual's expressed wishes about the future provision of health services to him or her; or
 - (iii) a health service provided, or to be provided, to an individual; that is also personal information; or
- (b) other personal information collected to provide, or in providing, a health service; or
- (c) other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances

'Health service' means:

- (a) an activity performed in relation to an individual that is intended or claimed (expressly or otherwise) by the individual or the person performing it:
 - (i) to assess, record, maintain or improve the individual's health; or
 - (ii) to diagnose the individual's health or disability; or
 - (iii) to treat the individual's illness or disability or suspected illness or disability.

'Personal information' means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

'Sensitive information' means:

- (a) information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual preference or practices; or
 - (ix) criminal record;that is also personal information; or
- (b) health information about an individual.