



# Debating SA Incorporated

## Privacy Policy

Current at 30 November 2007

# Privacy Policy

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

**Debating SA Incorporated** ("the Association") may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Association's operations and practices and to make sure it remains appropriate to the changing Association environment.

## 1. What kind of personal information does the Association collect and how does the Association collect it?

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

- students and parents and/or guardians ("parents") during the students' participation in activities of the Association;
- Association members, Board Members, staff (renumerated or volunteers) and contractors; and
- other people who come into contact with the Association.

***Personal Information you provide:*** The Association will generally collect personal information held about an individual by ways 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, the Association 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 Association.

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

## 2. How will the Association use the personal information you provide?

The Association will use personal information it collects from you for the primary purpose of that collection. The Association will also use personal information collected from you for such other secondary purposes that are normally or might reasonably be related to the primary purpose, or to which you have consented.

***Students and Parents:*** In relation to personal information of students and parents, the Association's primary purpose of collection is to enable the Association to provide debating tournaments and educational services for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student participates in the Association programmes. The purposes for which the Association uses personal information of students and parents include:

- pre-enrolment matters
- to keep parents informed about matters related to their child, through correspondence, newsletters magazines and other publications;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- drawing upon the expertise of particular members of the Association community to assist with operations and functions
- seeking donations for the Association;
- promotion and marketing of the Association;
- to satisfy the Association's legal obligations and allow the Association to discharge its duty of care.

In some cases, where the Association requests personal information about a student or parent, if the information requested is not obtained, the Association may not be able to provide or continue to provide access to activities to the student.

***Association Members, Contractors, Board Members and Staff (renumerated or volunteer):*** In relation to personal information of applicants the Association's primary purpose of collection is to assess and if successful grant membership and/or a position.

The purposes for which the Association uses personal information of members include:

- in administering the individual's employment or membership contract, as the case may be;
- for insurance purposes;
- seeking funds for the Association;
- promotion and marketing of the Association;
- to comply with the Association's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The Association obtains personal information about volunteers or parent groups who assist the Association in its functions or conduct associated activities to enable the Association to function.

**Marketing and fundraising:** The Association treats marketing and seeking donations for the future growth and development of the Association as an important part of ensuring that the Association continues to be a quality environment in which both students and members thrive. Personal information held by the Association may be disclosed to an organization that assists in the Association's fundraising. Parents, staff, contractors and other members of the wider Association community may, from time to time, receive fundraising information. Association publications (such as newsletters, magazines and the website) and/or the public media (such as radio or television) which include personal information may be used for marketing purposes.

### 3. **Whom might the Association disclose personal information to?**

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

- another Association;
- government departments;
- medical practitioners;
- people providing services to the Association, including specialist visiting teachers, adjudicators and coaches;
- recipients of Association publications, like newsletters and magazines;
- Parents; and
- anyone you authorize the Association to disclose information to.

#### ***Sending information overseas:***

The Association 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.

### 4. **How does the Association treat sensitive information?**

In referring to '*sensitive information*', the Association 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.

5. **Management and security of personal information**

The Association's Staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

6. **Updating personal information**

The Association 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 the Association by contacting the Administrative Officer, James Tran during business hours.

7. **You have the right to check what personal information the Association holds about you.**

Under the Commonwealth *Privacy Act*, an individual has the right to obtain access to any personal information, which the Association holds about them and to advise the Association 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 the Association holds about you or your child, please contact the Administrative Officer, James Tran in writing.

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

8. **Consent and rights of access to the personal information of students**

The Association respects every parent's right to make decisions concerning their child's welfare.

Generally, the Association will refer any requests for consent and notices in relation to the personal information of a student to the student's parent(s). The Association 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 the Association about them or their child by contacting the Administrative Officer. There will, however, 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 the Association's duty of care to the student.

The Association may, at its discretion, upon the request of a student, grant that student access to information held by the Association 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 warrants.

9. **Changes to the Privacy Policy**

This Privacy Policy is current as at **30 November 2007**. We the Board of Management may change and update this Privacy Policy from time to time to reflect changes in the law, changes in Association's business and administrative practices and procedures and the community's changing privacy expectations. The latest version of our Privacy Policy will always be available on our website, or you can obtain the latest version at any time from our office.

10. **Enquiries**

If you would like further information about the way the Association manages the personal information it holds, please contact the Association's Privacy Officer, Tony Houey.