

Personal Information and Photograph Release Policy

Privacy Policy

The school is committed to protecting the privacy of personal information. The school is required by the Privacy and Data Protection Act 2014 (Privacy Act) to comply with the National Privacy Principles (NPP), subject to the other provisions of the Privacy Act. The NPPs regulate the way personal information is handled throughout its life cycle, from collection to use and disclosure, storage, accessibility and disposal.

To the extent required by the Privacy Act:

- The school will not collect personal information unless that information is necessary for one or more of our functions or activities
- The school will collect personal information only by lawful and fair means and not in an unreasonably intrusive manner

To the extent required by the Privacy Act, the school will take reasonable steps to:

- make sure that the personal information that we collect, use and disclose is accurate, complete and up to date
- protect the personal information that we hold from misuse and loss and from unauthorised access, modification or disclosure
- destroy or permanently de-identify personal information that is no longer needed for any purpose that is permitted by the Privacy Act

The school collects personal information for a range of purposes, including to:

- process applications for membership and membership renewals
- manage the membership lifecycle
- record and maintain membership details and profile information
- coordinate payment of fees to the school
- provide teachers with adequate information for them to plan their classes
- communicate information about the school to members, for example term schedule and news letters
- notify members about school events

The school may contact parents/guardians in a variety of ways, including by post, email, SMS or telephone call. In performing our functions and activities, we may need to disclose personal information to third parties. Third parties with whom the school may share personal information include, where appropriate:

- government and regulatory bodies such as the Ethnic Schools Association of Victoria (ESAV) and Department of Education and Training for funding purposes
- financial institutions for payment processing.

Parents/guardians should contact the school if they have any queries about the personal information that the school holds about them or the way it handles that personal information.

Photograph Release Policy

Purpose:

To ensure the collection and use of student photographs and/or film in schools:

- protects the personal information of individuals
- respects the individual's right to control how and for what purpose their personal information is used
- complies with the relevant legislation and Department policy.

Policy

Principals must:

- advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- control and manage how and when others collect and publish photographs and/or film of students
- obtain parents'/guardians' permission before student photographs and /or film are published
- consider whether to allow parents/guardians to photograph or film their children participating in school events or performances.

Note: Schools must ensure that a professional photographer engaged by the school sign a Confidentiality Deed prior to being permitted to take school photographs.

个人信息及照片管理条例

隐私条例

我校致力于保护个人的隐私，并遵守《2014年隐私与数据保护法》（简称《隐私法》）、《全国隐私原则》和隐私法相关的其它法规。《全国隐私原则》对个人信息的整个管理过程都有具体的要求，包括信息的收集、使用、公开、存档、打开和销毁。

根据《隐私法》规定：

- 除用于学校管理或组织活动外，我校不可收集他人的个人信息
- 我校收集个人信息必须合理合法，不可出现无恰当理由的侵犯性行为

根据《隐私法》的规定，我校会采取恰当的措施以达到以下目的：

- 确保我们收集、使用及公开的个人信息是准确、完整且更新的；
- 保护我们保留的个人信息不会被误用和遗失，不会向未授权方公开或被未授权方修改
- 遵照《隐私法》的要求对于不再有任何需要的个人信息进行销毁或永久性去除身份识别

我校收集个人信息用于以下用途，包括：

- 学生信息注册和更新
- 管理学籍
- 记录和维护学生信息和档案资料
- 协助收费管理
- 向教师提供相关信息用于课堂教学
- 向家长发送学校的相关信息，如学校开学和放假时间、各种通知、学报等
- 告知家长学校组织的各项活动

学校会通过多种方式与家长/监护人进行联系，比如信件、电子邮件、手机短信或电话等。基于活动或管理的需要，学校可能会向第三方公开所收集到的个人信息，这些第三方可能包括：

- 政府和管理机构，例如维州社区语言学校协会（ESAV）和维州教育部，以用于申请教育拨款
- 金融机构，以用于处理付款事宜

家长/监护人如果对于学校所掌握的个人信息或者处理个人信息的方式有任何疑问，应该直接与学校联系。

照片影片管理条例

目的：

本条例的制定是为确保学校收集和使用学生的照片及/或影片：

- 保护个人信息
- 尊重个人有权力掌握自己的个人信息如何被使用以及用以何种用途
- 遵照相关的法律法规和教育部的相关政策

管理条例

学校的校长必须做到：

- 告之家长/监护人照片及/或影片何时会被采集以及将如何保存和使用
- 给予家长/监护人权力，选择同意或不同意其孩子被拍照或摄影
- 控制和管理其他人如何及何时收集和发布学生的照片及/或视片
- 在学生的照片及/或影片被公布之前征求家长/监护人的同意 obtain
- 考虑是否允许家长/监护人在孩子参加学校活动或演出时给孩子拍照或摄影

注意：学校如果聘请专业摄影师，在其被允许拍摄学校照片前必须签署一份保密协议。