

Privacy Policy



INTRODUCTION

Stuartholme School is a Year 7 – 12 Catholic day and boarding school for girls enriched by the

Privacy Policy



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- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents' education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
 - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any court orders;
 - volunteering information; and
 - photos and videos at school events.
 - **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

Privacy Policy



parents, the needs of the students and the needs of Stuartholme School throughout the whole period the student is enrolled at the School.

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Stuartholme School's Foundation or alumnae organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

If you would like to opt-out of direct marketing, please contact communications@stuartholme.com

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- there is no unauthorised access to, or unauthorised disclosure of, the information, and
 - there is no serious harm to affected individuals, and
 - as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

Access and Correction of Personal Information

Under the *Privacy Act*, an individual has the right to seek and obtain access to any personal information which Stuartholme holds about them and to advise Stuartholme of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or to update any personal information Stuartholme holds About your currently enrolled child, please access the myStuartholme Parent Portal or contact enrolments@stuartholme.com;
About an employee, please email HR@stuartholme.com;
About your pre-enrolled child, please email enrolments@stuartholme.com
Stuartholme may require you to verify your identity and specify what information you require. Stuartholme 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, Stuartholme will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The School will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

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