1. **Introduction**

Queensland Independent Schools Block Grant Authority is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

Queensland Independent Schools Block Grant Authority collects personal and sensitive information for the primary purpose of providing services to Participant Schools. All information collected by the Authority is treated as confidential and is stored in a secure location. The information collected may be passed onto another Block Grant Authority or organisation, a government department; a medical practitioner; and/or anyone you authorise the Authority to disclose information to during the course of your employment.

You may access personal information held about you by contacting the Queensland Independent Schools Block Grant Authority General Manager in writing.

2. **Purpose**

Your privacy is important. The Queensland Independent Schools Block Grant Authority is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

This statement outlines the privacy policy of the Authority and describes how the Authority uses and manages personal information provided to or collected by it.

Queensland Independent Schools Block Grant Authority may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Authority’s operations and practices and to make sure it remains appropriate to the changing environment.

3. **Policy**

The type of information the Queensland Independent Schools Block Grant Authority collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Principals, staff and students of Participant Schools;
- Job applicants, staff members of the Authority, volunteers and contractors;
- Other people who come into contact with the Authority.

6.1 **Personal Information you provide**

The Queensland Independent Schools Block Grant Authority will generally collect personal information about an individual by way of forms filled out by employees, school personnel, parents and students, face-to-face meetings and interviews, and telephone calls. On occasions, people other than those associated with Participant Schools provide personal information.

6.2 **Personal Information provided by other people**

In some circumstances the Queensland Independent Schools Block Grant Authority 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 Block Grant Authority or organisation.
6.3 **Exception in relation to employee records**
Under the Privacy Act the National Privacy Principles do not apply to an employee’s record. As a result, this Privacy Policy does not apply to the Queensland Independent Schools Block Grant Authority’s treatment of an employee’s record, where the treatment is directly related to a current or former employment relationship between the Authority and employee.

6.4 **How will the Block Grant Authority use the personal information you provide?**
The Queensland Independent Schools Block Grant Authority 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 are reasonably expected, or to which you have consented.

6.5 **Pupils and Parents**
In relation to personal information about personnel from Participant Schools, the Queensland Independent Schools Block Grant Authority’s primary purpose of collection is to enable the Authority to provide services to the participant school. The purposes for which the Authority uses personal information from Participant Schools include:
- supplying advice and/or assistance with the application process;
- making decisions about capital funding for Participant Schools;
- identifying appropriate personnel to serve on committees of the Authority.

6.6 **Job applicants, staff members and contractors**
In relation to personal information relating to job applicants, staff members and contractors, the Queensland Independent Schools Block Grant Authority's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the Authority uses personal information of job applicants, staff members and contractors include:
- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the Authority's legal obligations, for example, in relation to child protection legislation.

6.7 **Volunteers**
The Queensland Independent Schools Block Grant Authority also obtains personal information about volunteers who assist the Authority in its functions or conduct associated activities that enable the Authority and volunteers to work together.

6.8 **Who might the Block Grant Authority disclose personal information to?**
The Queensland Independent Schools Block Grant Authority may disclose personal information, including sensitive information, held about an individual to:
- another Block Grant Authority or organisation;
- a government department;
- a medical practitioner;
- anyone you authorise the Authority to disclose information to.

6.9 **How does the Block Grant Authority treat sensitive information?**
In referring to ‘sensitive information’, the Queensland Independent Schools Block Grant Authority means: information relating to a person's racial or ethnic origin, political opinion,
religion, trade union or other professional or trade association membership, sexual preferences or criminal record, 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.

6.10 Management and security of personal information

Members of staff of the Queensland Independent Schools Block Grant Authority are required to respect the confidentiality of school personnel, pupils’ and parents’ personal information and the privacy of individuals. The Authority has in place steps to protect the personal information the Authority holds from misuse, loss, unauthorised access, modification or disclosure by the use of various methods, including locked storage of paper records and pass-worded access rights to computerised records.

6.11 Updating personal information

The Queensland Independent Schools Block Grant Authority 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 Authority by contacting the General Manager at any time. The National Privacy Principles require the Authority not to store personal information longer than necessary.

6.12 You have the right to check what personal information the Queensland Independent Schools Block Grant Authority holds about you

Under the Commonwealth Privacy Act, individuals have the right to obtain access to any personal information which the Queensland Independent Schools Block Grant Authority holds about them and to advise the Authority of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

To make a request to access any information the Authority holds about you please contact the General Manager in writing. The Authority may require you to verify your identity and specify what information you require.

The Queensland Independent Schools Block Grant Authority 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 Authority will advise the likely cost in advance.

7. Enquiries

If you would like further information about the way Queensland Independent Schools Block Grant Authority manages the personal information it holds, please contact the General Manager.