

# PRIVACY NOTICE

## REDDAM HOUSE SYDNEY

Registered office: Edgecliff Rd, Woollahra NSW 2025, Australia

Reddam House Sydney is part of Inspired Education Holdings Limited.

## 1. INTRODUCTION

This policy is drafted in accordance with the Privacy Act 1988, No. 119, 1988 and its Information Privacy Principles (IPPs) regarding the protection of personal information.

Our Data Protection Officer can be contacted by email at the address **privacy@reddamhouse.com.au** if you have any queries regarding the processing of your personal information.

## 2. TYPES OF PERSONAL INFORMATION WE HANDLE

We process personal information from our students and their families and / or competent persons and also from our employees, candidates, suppliers, contractors, prospective customers and third parties interested in finding out more about Reddam House Sydney within the systems controlled by the school.

The personal information handled is mainly the following:

- Names, addresses, telephone numbers, e-mail addresses and other contact details;
- Family details;
- Safeguarding information (such as court orders and professional involvement)
- Education and employment data;
- Images, audio and video recordings, including CCTV footage (video images);
- Financial information;
- Educational centres previously attended.

Other types of information we may collect and handle, according to the school purposes, are related to health condition, criminal records and other sensitive information related to an individual, such as:

- Information about health status or provision of health care linked to a specific individual;
- Behavioural information;
- Special educational needs
- Criminal records linked to a specific individual;
- Biometric information;
- Ethnicity;
- Religion;
- Nationality and location.

### 3. HOW WE COLLECT AND PROCESS PERSONAL INFORMATION

Reddam House Sydney collects information in several ways, including:

- Personally and over the phone;
- Through our webpage, including information received through the sections Enquiry now, Enrol (application form) and subscription to our newsletters or communications;
- From email and hand delivery paper documentation: including job applications, emails, invoices, letters, consent forms;
- Through online tools: such as apps, educational platforms and other software used by our staff;
- Through any CCTV cameras located at our premises or sites;
- Through third parties, such as referees, professionals or authorities working with the individual;

### 4. PURPOSES FOR WHICH WE PROCESS PERSONAL INFORMATION

Reddam House Sydney processes personal information to lawfully and legitimately carry out the school's educational activity. The school collects and keeps students and parents' information when necessary:

- To ensure that the student meets the school's admission criteria;
- To provide educational services including the support of student learning, monitor and report on student progress;
- To provide to the students welfare and pastoral care services;
- To provide to the students medical and nurse attention, catering service and school transportation, among other necessary services;
- To meet the educational, social, physical and emotional requirements of the student;
- To comply with the law regarding information sharing;
- To comply with legislative or administrative requirements;
- To administer the school's governing body;
- To enable parents/guardians to be contacted in the case of emergency or in the case of school closure, or to inform parents of their child's educational progress or about school events, etc.
- With the aim to celebrate school's achievements and to keep a record of the history of the school, Reddam House Sydney may take photographs and recorded images of students to be shared in, e.g. yearbooks, school website, etc, always based on informed consent from parents or students of legal age;
- To send commercial communications if previously requested and authorised by the individual. Commercial communications will include: newsletters and notices from the webpage, referral of commercial advertisements through e-mail, SMS, MMS, social networks or any other electronic or physical means, present or future, which enables such commercial communication. You will be able to unsubscribe from the receipt of commercial communications by clicking in the "*unsubscribe*" section found in all these kind of e-mails sent by the school.
- In the case of a CV received through our email with the purpose to include the candidate in the selection process or to consider their application for future positions; In this regarding, the school also collects information about staff and prospective staff when necessary for:
  - Conducting the selection process;
  - Assessing the suitability of the candidate for the position;
  - Administration of staff records;
  - Recruitment of staff;
  - Administration of payroll, pensions and sick leave;
  - Staff appraisal;
  - Disciplinary procedures;
  - Administration of human resources records;

The personal information object of processing may only be communicated to other schools within the Inspired group with the prior written consent of the individual and the personal information will be processed with the same legitimate purposes mentioned herein.

## 5. WITH WHOM DO WE SHARE YOUR PERSONAL INFORMATION?

As a school, we may be lawfully required to share personal information with relevant authorities or third parties as permitted on statutory grounds, to comply with legal obligations or on the basis of a specific consent given by the individual concerned.

We will ensure that, where relevant, contractual safeguards are implemented to ensure the protection of your personal information when disclosing your personal information to a third party. For example, we will enter into the corresponding agreements with relevant parties (providing for restrictions on the use of your personal information and obligations with respect to the protection and security of your personal information).

The parties to whom we may disclose your personal information as above referred may be located in countries outside the school's location, including countries which may offer a lower level of protection.

In such cases, we will implement appropriate measures to ensure adequate protection of your personal information in accordance with applicable legislation.

Your personal information shall be neither rented nor sold to third parties.

## 6. CONSERVATION OF INFORMATION

Personal information will only be retained for the period of time required to fulfil the purpose for which it was collected unless for a longer time for public interest archiving, scientific or historical research, or statistical purposes. Once the personal information is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

## 7. YOUR RIGHTS

Under the Privacy Act 1988 and its 13 Principles, you have rights regarding the processing of your personal information. These rights are, however, subject to certain exemptions and limitations.

You have the right to:

- Be informed, at the time when personal information is collected, about the handling of the personal information.
- Access the information we process and how we process it as well as to obtain a copy of the personal information considering the legal limitations and exceptions;
- Ask for the erasing of the personal information we hold about you without undue delay considering the legal limitations and exceptions;
- Obtain the rectification of your personal information providing a supplementary statement;
- Obtain restriction of processing of your personal information when it is inaccurate, illegal, unnecessary or not verified, considering the legal limitations and exceptions;
- Obtain portability of your personal information in a structured, commonly used and machine-readable format. This allows the right to transmit that information to another handler without hindrance;
- Object to handling personal information for direct marketing purposes;

- Withdraw consent at any time and freely to the processing of your personal information. The withdrawal of consent shall not affect the lawfulness of processing based on consent before its withdrawal.

Therefore, individuals will be able to exercise their rights by sending a written specific request, along with a copy of their ID card, to the Privacy Officer's email address [privacy@reddamhouse.com.au](mailto:privacy@reddamhouse.com.au).

The individuals have the right to be notified of the information that is being processed about them, as well as the access to their personal information verbally or in writing and at no charge.

The individuals have also the right to request, where necessary, the correction, destruction or deletion of their personal information and to object, on reasonable grounds relating to their particular situation to the processing of their personal information. The individuals have also the right of not to have their personal information processed for purposes of direct marketing by means of unsolicited electronic communications, not to be subject, under certain circumstances, to a decision which is based solely on the basis of the automated processing of their personal information and to submit a complaint to the Regulator regarding the alleged interference with the protection of the personal information of any individuals or to submit a complaint to the Office of the Australian Information Commissioner (OAIC) in respect of a determination of an adjudicator as well as to institute civil proceedings regarding the alleged interference with the protection of his, her or its personal information.

According to this, we have processes in place to ensure that we respond to a request without undue delay from the date of the request although we can extend the time limit to respond to it if necessary. We are aware of the personal information we must provide in response to a request and the need to provide it in clear and plain language.

Any request is subject to certain exemptions, limitations or contractual obligations. Personal information belonging to or identifying other individuals is exempt from right of access and will be subject to legal privilege. We cannot disclose any confidential information related to the purpose of providing education within our group of schools, examinations or supplying examination scripts to external bodies. We cannot disclose confidential information on any of our staff.

## 8. CONSENT

You will have the right and possibility to withdraw your consent for any specific purpose granted at any given time without prejudice of the legality of processing according to the consent given before withdrawal.

## 9. STORING AND SECURING INFORMATION

The school shall use the appropriate technical and organisational measures to ensure the security, confidentiality, integrity and privacy of the personal information, preventing from unauthorised access or unlawful processing as well as accidental loss, destruction or damage of the files.

## 10. COMPLAINTS

If you are not satisfied with our response and you would like to discuss anything regarding this privacy notice, or you believe we are processing your personal information disregarding the data protection regulations in force, please contact our Privacy Officer at: [privacy@reddamhouse.com.au](mailto:privacy@reddamhouse.com.au) or you can address your complaint to the Office of the Australian Information Commissioner (OAIC) following the steps included at <https://www.oaic.gov.au/privacy/privacy-complaints/> although OAIC recommends that steps are taken to resolve the matter with the school before involving the regulator.

## 11. PRIVACY NOTICE UPDATES

Reddam House Sydney may need to update this privacy notice periodically so we recommend that you review this information from time to time.

This version was last updated on October 2020