



ACCELERATE CHRISTIAN ACADEMY- Bourke PRIVACY POLICY			
NESA Code:	B2.3/ B8.4		
1. Purpose:	To provide a unified framework for the collection, management, and protection of personal and health information for all members of the school community. This document ensures the School meets its legal obligations under Commonwealth and NSW privacy laws while upholding its commitment to student welfare and professional governance		
2. Scope:	This policy and procedure apply to Accelerate Christian Academy NSW Ltd, its Board of Directors, the Principal, all employees (permanent, temporary, or casual), contractors, and volunteers. It covers all personal, sensitive, and health information regardless of whether it is stored in physical or electronic formats.		
3. References:	<i>Privacy Act 1988 (Cth); Health Records and Information Privacy Act 2002 (NSW); Education Act 1990 (NSW); Australian Privacy Principles (APPs).</i>		
4. Associated Documents	B3.1 Staff Code of Conduct; B8.1 Child Protection Policy; B8.3 IT and Electronic Devices Policy; B2.4 Conflict of Interest Register; Enrolment Agreement.		
Version Number	4.0	Authorised by:	Board Chair
Review date:	06/2027 (Annually thereafter)	Authorisation date:	02/2026
Policy owner:	Accelerate Christian Academy- NSW Ltd		
Note:	This policy may be reviewed at any time at the discretion of the Accelerate Christian Academy- NSW Ltd Board.		

### 5. Version History

Version	Date	Notes
1.0-2.0	2020-2023	Initial iterations managed under the previous school name (Koinonia Christian Academy)
3.0	08/2023	Minor updates to align with APP changes
3.2	06/2025	<b>Major Revision:</b> Incorporated "Statutory Tort for Serious Invasion of Privacy" provisions (effective July 2025)



3.3	02/2026	<b>Administrative Update:</b> Policy adopted by <b>Accelerate Christian Academy NSW Ltd</b> following the legal transition from an incorporated association
4.0	03/2026	<b>Major Revision &amp; Consolidation:</b> Merged the B2.3 Governance Privacy Policy with the B8.2 Student Welfare Privacy Procedures into a single unified framework. Updated all contact details from "Koinonia" to "Accelerate" branding and standardised operational workflows for storage (password-protection and locked cabinets) to ensure NESA robustness

**Policy Statement**

**Accelerate Christian Academy – Bourke** (the School) prioritises privacy and is committed to handling personal information lawfully and responsibly. Recognising that all members of our community are image-bearers of God, we handle sensitive data with transparency, security, and respect for individual rights. We take proactive steps to prevent serious invasions of privacy and maintain a zero-tolerance approach to the unauthorised disclosure of sensitive school, staff, or student information.

**6. Introduction**

Accelerate Christian Academy- Bourke (the school) prioritises privacy and is committed to handling personal information lawfully and responsibly. This Privacy Policy outlines how the school collects, manages, and protects personal information, as well as your rights regarding complaints and corrections.

The school complies with the:

- **Australian Privacy Principles (APPs)** under the *Privacy Act 1988 (Cth)*,
- **Health Privacy Principles** under the *Health Records and Information Privacy Act 2002 (NSW)*.

**New as of July 2024:** Under the *Privacy Act 1988 (Cth)*, individuals (including employees) may now seek compensation for serious invasions of privacy, such as misuse, unauthorised disclosure, or failure to protect personal information. The school takes proactive steps to prevent such breaches and respond appropriately if they occur.



This Privacy Policy does not apply to employee records that are directly related to a current or former employment relationship, except where required under new legal provisions. The school reviews and updates this policy as necessary, with the current version published on our website.

## 7. Types of Personal Information Collected

The school collects a range of personal, health, and sensitive information, including:

### 7.1 Students and Parents

- Identifying details: name, contact information, date of birth, gender, language background, nationality, and previous school.
- Educational records: assignments, test results, reports, and behavioural records.
- Health information: allergies, disabilities, immunisation records, medical reports, and Medicare number.
- Legal records: family court orders, criminal records (if applicable).
- Media: photographs and videos at school events.

### 7.2 Job Applicants, Volunteers, and Contractors

- Identifying details: name, contact details, date of birth, and religion.
- Employment information: job application details, professional development history, salary and superannuation.
- Health information: medical certificates, disability details, and allergies.
- Workplace records: complaint records, leave details, work emails, and internet browsing history (if using work devices).
- Media: photographs and videos at school events.

### 7.3 Other Individuals

- Contact information and other details relevant to interactions with the school.

## 8. How We Collect Personal Information

- **Direct collection:** Forms, meetings, emails, phone calls, and interviews.



- **Third-party sources:** Medical professionals, previous schools, referees, or government agencies.
- **Surveillance:** CCTV security cameras and student email monitoring.

## 9. Purpose of Collecting, Using, and Disclosing Personal Information

The school uses personal information for purposes including:

### 9.1 Students and Parents

- Providing education and school activities.
- Supporting students' social, emotional, and health needs.
- Communicating with parents about student progress.
- Compliance with legal and regulatory requirements.
- Fundraising and school development (see Section 7).

### 9.2 Volunteers and Contractors

- Administering roles, ensuring compliance, and providing necessary training.
- Insurance and child protection requirements.

### 9.3 Job Applicants

- Evaluating applications, administering employment, and legal compliance.

## 10. Who We Disclose Personal Information To

The school may share personal information with:

- Other schools (e.g., in case of student transfers).
- Government departments for policy and funding purposes.
- Medical practitioners and student support professionals.
- Providers of learning tools and education assessments (e.g., ACARA, NAPLAN).
- School IT service providers and cloud storage providers.
- External fundraising organisations.



- Legal entities where required by law.

## **11. Storage and Security of Personal Information**

The school takes reasonable steps to protect personal information from misuse, loss, and unauthorised access. Measures include:

- Password-protected databases with restricted staff access.
- Secure storage of hard copy records.
- Physical security measures at school premises.
- Enforced IT security policies.

## **12. Fundraising Activities**

The school may use personal information to seek donations and financial support for school growth and development. Personal details may be shared with:

- The School's Foundation or alumni organisation.
- External fundraising organisations.

If you wish to opt out of fundraising communications, contact the School Principal (details in Section 10).

## **13. Sending and Storing Information Overseas**

The school may disclose some personal information to overseas recipients, including cloud storage providers. Where this occurs, we ensure reasonable steps are taken to protect the information.

## **14. Accessing and Correcting Personal Information**

Individuals have the right to:

- Request access to their personal information.
- Request corrections to inaccurate or outdated information.

Requests must be made in writing to the School Principal. The school may charge a reasonable fee for access and may deny access in certain cases (e.g., where disclosure would breach another person's privacy). If access is denied, the school will provide written reasons.

## **15. Consent and Student Privacy Rights**



The school typically seeks parental consent for handling a student's personal information. However, older students may be allowed to access or control their own data if deemed mature enough.

## 16. Enquiries and Complaints

If you have concerns about how the school handles personal information, or wish to lodge a complaint, contact the School Principal:

- Post: Accelerate Christian Academy- Bourke, 24 Mooculta St, PO Box 440, Bourke NSW 2840
- Email: [Accelerateoffice@bigpond.com](mailto:Accelerateoffice@bigpond.com)
- Phone: 0428 686 111

The school will investigate complaints promptly and seek to resolve them internally.

If you believe a serious invasion of your privacy has occurred, you may also have the right to seek legal recourse through the courts. You may escalate unresolved matters to the Office of the Australian Information Commissioner (OAIC) via [www.oaic.gov.au](http://www.oaic.gov.au) or consult legal advice regarding your rights under the *Privacy Act*.

## 17. Procedures for Information Management

### 17.1 Collection of Information

- **Direct Collection:** Information is collected primarily via enrolment forms, employment applications, meetings, emails, and phone calls.
- **Third-Party Sources:** The School may obtain information from medical professionals, previous schools, or government agencies (e.g., NESAs, DCJ).
- **Digital Monitoring:** In accordance with the B8.3 IT Policy, the school may use surveillance measures, including student email monitoring, to ensure safety.

### 17.2 Storage and Security

- **Digital Records:** All electronic personal and health information is stored in **password-protected databases** with access restricted to authorised personnel only.
- **Hard Copy Records:** Sensitive physical documents (including staff files, health records, and the Related Party Transactions Register) are stored in locked filing cabinets within the Administration Office.



- **Maintenance:** The WHS/Compliance lead (Michael) assists the Principal in ensuring physical and digital security measures remain effective.

### 17.3 Use and Disclosure

- Information is used for educational activities, supporting student welfare, complying with NESA/legal requirements, and communicating with parents.
- **Governance Data:** Board-related personal information (e.g., Fit and Proper declarations) is used solely for NESA compliance and is maintained by the Board Secretary for seven years.
- **Mandatory Disclosure:** The School will disclose personal information to external agencies (Police, DCJ, OCG) only as required by law, such as under mandatory reporting or reportable conduct investigations.

### 17.4 Access and Correction

- Individuals (or parents on behalf of younger students) may request access to or correction of their personal information by submitting a written request to the Principal.
- The School may deny access where legally justified (e.g., if disclosure would breach another person's privacy) and will provide written reasons for such a decision.

**Last Updated: 03/2026**

**This Privacy Policy and Procedure is subject to annual review and updates. The most recent version is available on our website.**



### Staff Acknowledgment of Policy and Procedures

**Policy/Procedure Name:** B2.3/ B8.2 Privacy Policy

**Version/Date:** Mar 2026 V4.0

I, \_\_\_\_\_ (Full Name), acknowledge that:

- I have **read** the policy and procedures named above in full.
- I have **understood** the requirements, school expectations, and any legal obligations (where applicable) detailed within this document.
- I agree to **abide by** and implement these policies and procedures as described in the performance of my duties at the school.

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / 2026