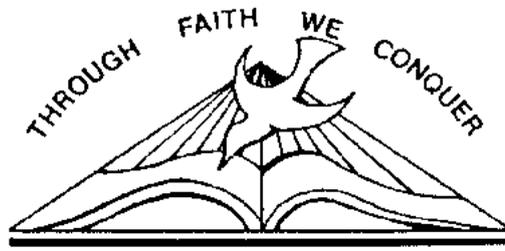


# Koinonia Christian Academy Inc.

| KOINONIA CHRISTIAN ACADEMY PRIVACY POLICY |   |                     |                 |
|---|---|---------------------|-----------------|
| NESA Code:                                | B2.3  |                     |                 |
| Purpose:                                  | This Privacy Policy outlines how the school collects, manages, and protects personal information, as well as your rights regarding complaints and corrections.  |                     |                 |
| Scope:                                    |   |                     |                 |
| References:                               | The school complies with the Australian Privacy Principles (APPs) under the <b>Commonwealth Privacy Act 1988 (Privacy Act)</b> <b>Health Privacy Principles</b> under the <b>Health Records and Information Privacy Act 2002 (NSW) (Health Records Act)</b> . |                     |                 |
| Associated Documents                      |   |                     |                 |
| Version Number                            | 3.1   | Authorised by:      | Board President |
| Review date:                              | 02/2025   | Authorisation date: |                 |
| Policy owner:                             | Koinonia Christian Academy, Bourke  |                     |                 |
| Note:                                     | This policy may be reviewed at any time at the discretion of the Koinonia Christian Academy, Bourke Board.  |                     |                 |

## Version History

| Version | Date    | Notes    |
|---------|---------|----------|
| 3.0     | 08/2023 |          |
| 3.1     | 02/2025 | Reviewed |
|         |         |          |
|         |         |          |



# Koinonia Christian Academy Inc.

## 1. Introduction

Koinonia Christian Academy (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 **Commonwealth Privacy Act 1988 (Privacy Act)** and the **Health Privacy Principles** under the **Health Records and Information Privacy Act 2002 (NSW) (Health Records Act)**.

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

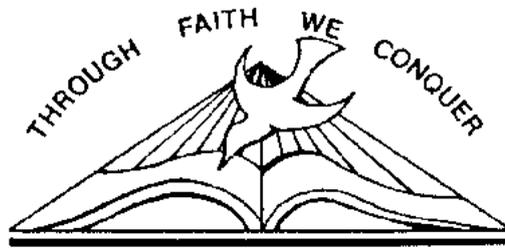
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## 2. Types of Personal Information Collected

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

### 2.1 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.



# Koinonia Christian Academy Inc.

## 2.2 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.

## 2.3 Other Individuals

- Contact information and other details relevant to interactions with the school.
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## 3. How We Collect Personal Information

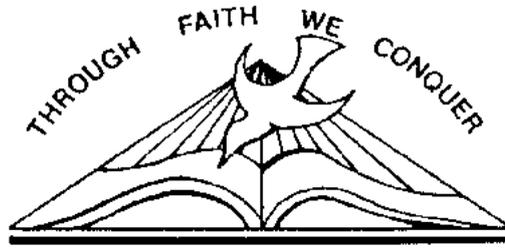
- **Direct collection:** Forms, meetings, emails, phone calls, and interviews.
  - **Third-party sources:** Medical professionals, previous schools, referees, or government agencies.
  - **Surveillance:** CCTV security cameras and student email monitoring.
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## 4. Purpose of Collecting, Using, and Disclosing Personal Information

The school uses personal information for purposes including:

### 4.1 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.



# Koinonia Christian Academy Inc.

- Fundraising and school development (see Section 7).

## 4.2 Volunteers and Contractors

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

## 4.3 Job Applicants

- Evaluating applications, administering employment, and legal compliance.

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## 5. Who We Disclose Personal Information To

The school may share personal information with:

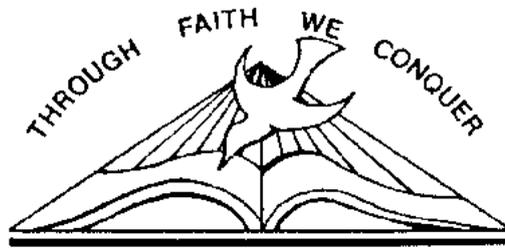
- Other schools (e.g., in case of student transfers).
- Government departments for policy and funding purposes.
- Medical practitioners and student support professionals.
- Providers of learning tools and education assessments (e.g., ACARA, NAPLAN).
- School IT service providers and cloud storage providers.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

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## 6. 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.



# Koinonia Christian Academy Inc.

- Enforced IT security policies.
- 

## 7. 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).

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## 8. 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.

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## 9. Accessing and Correcting Personal Information

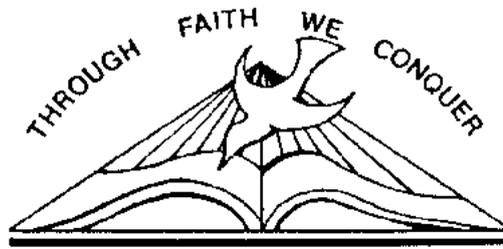
Individuals have the right to:

- 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.

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## 10. Consent and Student Privacy Rights



# Koinonia Christian Academy Inc.

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.

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## 11. 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:** Koinonia Christian Academy, 24 Mooculta St, PO Box 440, Bourke, NSW, 2840
- **Email:** [koinoniaoffice@bigpond.com](mailto:koinoniaoffice@bigpond.com)
- **Phone:** 0428 686 111

The school will investigate complaints and provide a response promptly. If unsatisfied, you may escalate your complaint to the **Office of the Australian Information Commissioner (OAIC)** via [www.oaic.gov.au](http://www.oaic.gov.au).

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### **Last Updated: [05/02/2025]**

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