



Frank Dando Sports Academy

Privacy Policy

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PRIVACY POLICY

1. Introduction

Frank Dando Sports Academy is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. (This statement outlines the Academy's policy on how Frank Dando Sports Academy uses and manages personal information provided to or collected by it.) The Academy may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Academy's operations and practices and to make sure it remains appropriate to the changing Academy environment.

2. Scope

This policy applies to all students and employees at Frank Dando Sports Academy.

3. Information

The type of information the Academy collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Students and parents/guardians before, during and after the course of a student's enrolment at the Academy
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the Academy.

4. Personal Information You Provide

The Academy will generally collect personal information held about an individual by way of forms filled out by parents/guardians or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents/guardians and students provide personal information.

5. Personal Information Provided by Other People

In some circumstances, the Academy 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 Academy.

6. Exception in Relation to Employee Records

Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the Academy's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Academy and employee.

7. Use of Personal Information

The Academy's will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes as you may reasonably expect or to which you have consented.

Students and parents/guardians:

In relation to personal information of students and parents/guardians, the Academy's primary purpose of collection is to enable the Academy to provide schooling for the student. This includes satisfying both the needs of parents/guardians and the needs of the students throughout the whole period the student is enrolled at the Academy. The purposes for which the Academy uses personal information of students and parents/guardians include:

- To keep Parents/Guardians/guardians informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after students' educational, social and medical well-being
- To satisfy the Academy's legal obligations and allow the Academy to discharge its duty of care.

In some cases where the Academy requests personal information about a student or parent/guardian, if the information requested is not obtained, the Academy may not be able to enroll or continue the enrolment of the student.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, the Academy'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 Academy uses personal information of job applicants, staff members and contractors include:

- Administering the individual's employment or contract, as the case may be for insurance purposes
- Seeking funds and marketing for the Academy
- To satisfy the Academy's legal obligations, for example, in relation to child protection legislation.

Volunteers:

The Academy also obtains personal information about volunteers who assist the Academy in its functions or conduct associated activities to enable the Academy and the volunteers to work together.

8. Marketing and Fundraising

The Academy treats marketing and seeking donations for the future growth and development of the Academy as an important part of ensuring that the Academy continues to be a quality learning environment in which both students and staff thrive. Personal information held by The Academy may be disclosed to an organization that assists in the Academy's fundraising.

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

Remarketing and online advertising

Please note the following in relation to online advertising.

- Remarketing and similar audience segmentation is sometimes used to advertise online
- Third-party vendors, including Google, will from time-to-time display ads for the Academy on sites across the Internet
- Third-party vendors, including Google, use cookies to serve ads based on past visits to our website
- Information about how you can opt out of Google's use of cookies can be accessed by visiting Google's Ads Settings.

9. Disclosure of Information

The Academy may disclose personal information, including sensitive information, held about an individual to:

- Another School
- Government departments
- Medical practitioners
- People providing services to the Academy, including specialist visiting teachers and sports coaches

- Recipients of Academy publications, like newsletters and magazines
- Parents/guardians
- Anyone you authorize the Academy to disclose information to. Non-sensitive information may be disclosed:
- To parents
- In school publications.

10. Treatment of Sensitive Information

In referring to 'sensitive information', the Academy means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; 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.

11. Management and Security of Personal Information

The Academy's staff is required to respect the confidentiality of students 'and Parents'/guardians 'personal information and the privacy of individuals. The Academy has in place steps to protect the personal information the Academy holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerized records.

12. Updating Personal Information

The Academy endeavors 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 Academy by contacting the Academy at any time. The National Privacy Principles require the Academy not to store personal information longer than necessary.

Apart from some exceptions specified in the Act, you have the right to check your personal information held by the Academy.

13. Rights of Access to the Personal Information of Students

The Academy respects every parent's/guardian's right to make decisions concerning their child's education. Generally, the Academy will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians. The Academy will treat consent given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will act as notice given to the student. Parents/guardians may seek access to personal information held by the Academy about them or their child by contacting the Principal's Assistant. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Academy's duty of care to the student. The Academy may, at its discretion, on the request of a student grant that student access to information held by the Academy about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

14. Enquiries

If you would like further information about the way the Academy manages the personal information it holds, please contact the Business Manager.

15. Reference Documents

- Privacy and Data Protection Act 2014 (Vic)
- Privacy Act 1988 (Commonwealth)

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