

Our Obligations

We are committed to treating your personal information in accordance with privacy law.

This statement explains how and why we collect personal information about you and your child, how you can access your information and how your information may be used with Tyndale Christian School (the School) or disclosed to other parties. Your personal information includes personal details about you and your child and personal health information relating to your child.

Collection

Personal information is collected so that your child can be provided with the appropriate level of care within the School.

Only information that is relevant and necessary for your child's enrolment and to manage their care is collected.

Information is collected directly from you and your child, wherever possible. Information may need to be collected from your child's previous school and other health professionals who have treated your child. In an emergency, information may also need to be collected from another family member, friend, carer or other person who can help us to provide your child with the best care.

Security of Information Collected

Personal information may be held in a variety of ways. Most commonly, information may be held as a paper medical record, and/or an electronic medical record forming part of a secure computerised database. We follow strict rules and policies regarding the secure storage of personal information in all formats in order to protect your information from loss, unauthorised access and misuse.

Use and Disclosure

Your personal information or that of your child may be used by the School, or disclosed outside the School, to enable appropriate care and treatment to be provided to you or your child. For example, your information may be used or disclosed to your GP, to your child's GP, to another treating health service or hospital, to the Ambulance Service of NSW, to a specialist for a referral. Personal information may also be used or disclosed for purposes relating to the operation of the School and the enrolment of students including funding, planning, safety and quality improvement activities.

Personal information must be disclosed to State and Commonwealth government agencies to comply with laws regarding the reporting of notifiable diseases, to provide Medicare details and immunisation statistics.

We may also use your personal information to contact you regarding client satisfaction surveys. Participation in these surveys is voluntary and non-participation does not affect the education and care provided.

Access to your Information

You are entitled to request access to your personal information held by us, and to that of your child. You may be charged a fee if you request copies of your personal information and medical records.

Further Information and Contact Us

For further information on how your personal information is managed the Privacy Policy is available at the School Office.

If you have questions or a complaint about the privacy of your personal information, please contact the School Office on 02 8811 7800.