



POLICY ON PRIVACY

1. Reflection Material

- 1.1 All Hallows' School Mission Statement
- 1.2 All Hallows' School Strategic Plan

2. Rationale

This policy reflects All Hallows' School's (the school) commitment to safeguarding the personal information of students, parents/caregivers, employees, volunteers, and all members of the school community. It ensures compliance with the Australian Privacy Principles under the *Privacy Act 1988 (C'th)* and related laws, providing a framework for the ethical and secure handling of personal data.

The rationale underpinning this policy is to protect the confidentiality, integrity, and accessibility of sensitive information while maintaining trust and fostering a safe environment conducive to the provision of a holistic educational program of the highest standard. By defining clear processes for collecting, using, and disclosing information, this policy aligns with the school's mission to uphold the dignity and privacy of each individual.

3. Definitions

A **data breach** occurs when personal information an organisation or agency holds is lost or subjected to unauthorised access or disclosure. For example, when:

- a device with a customer's personal information is lost or stolen
- a database with personal information is hacked
- personal information is mistakenly given to the wrong person.

Employee is any person who is employed by the school, on a temporary, casual, part-time, fixed term or continuing basis pursuant to a contract of employment. In this context, the term 'employees' does not include contractors.

Employee Record means a record as defined in the Privacy Act 1988 (Cth) ("the Act").

Health Information is a type of Sensitive Information. It is information or an opinion about the health or disability of an individual collected or used for providing a Health Service.

Health Service includes an activity performed to assess, record, maintain or improve an individual's health, to diagnose an illness or disability, to treat an individual, or to dispense a prescription for a drug or medicinal preparation by a pharmacist.

Parent means the legal parent / guardian / caregiver of a Student.

Personal Information means information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information is true or not, and whether the information is recorded by the school in any material form or not. It includes all personal information regardless of its source.

Sensitive Information is a type of Personal Information. It includes information or opinion about an individual's racial or ethnic origin, political opinion, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices, criminal record, health information and biometric information used for the purpose of automated biometric verification, biometric identification or biometric templates.

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 required by law.

Serious harm includes serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

Student means a prospective, current or past student of the school.

Volunteer is a person who performs a service or work, willingly and without being forced or paid to do it and without a contract of employment. A Volunteer cannot have unsupervised responsibility for ensuring the school's duty of care to all students is upheld.

4. **Scope**

This policy outlines the privacy policy of the school and describes how the school uses and manages Personal Information provided to or collected by it, including how to complain and how complaints are dealt with.

It applies to board members, employees*, volunteers, parents and caregivers and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information may be disclosed, and how the information may be accessed.

****Exception in relation to Employee Records:*** Under the Act, the Australian Privacy Principles (APPs) do not apply to an employee or volunteer record. As a result, this policy does not apply to the school's treatment of an employee or volunteer record where the treatment is directly related to a current or former employment relationship between the school and the employee or volunteer.

The school is bound by the Australian Privacy Principles contained in the Act. The school will refer to the National Catholic Education Commission Privacy Manual, as updated from time to time, as a guide when implementing procedures and practices under this policy.

The school may, from time to time, review and update this policy to take account of new laws and technology, changes to the school's operations and practices and to make sure it remains appropriate to the changing school environment.

5. What kinds of information does the school collect and store?

The type of information the school collects and holds includes (but is not limited to) Personal Information, including Health Information and other Sensitive Information, about:

- Students and Parents/Caregivers before, during and after the course of a Student's enrolment at the school:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
 - parents'/caregivers education, occupation and language background;
 - medical information (e.g. details of disability and/or allergies, dietary requirements, absence notes, medical reports and names of doctors);
 - results of assignments, tests and examinations;
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and Medicare number;
 - any Family Court orders;
 - volunteering information;
 - photos and videos at school events; and
 - any personal information collected by or generated through the use of an AI system.

- job applicants, Employees and Volunteers:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (e.g. details of disability and/or allergies, and medical certificates);
 - complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history; and
 - any personal information collected by or generated through the use of an AI system.

- contractors:
 - name and contact details;
 - information in relation to volunteer applications via the school's employment platform;
 - payment information in the case of volunteer honorarium payments;
 - professional development history if required eg boat licences and water safety training for rowing;

- professional registrations and qualifications recorded through contractor induction process;
 - photos and videos at school events - volunteers;
 - workplace surveillance information;
- other people who come into contact with the school, including name and contact details and any other information necessary for the particular contact with the school; and
 - any personal information collected by or generated through the use of an AI system.

6. How the school collects information

The school will generally collect Personal Information held about an individual by way of forms filled out by Parents/Caregivers or Students, face-to-face meetings and interviews, emails and telephone calls.

In some circumstances, the school 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 school.

The school might also collect personal information by using AI systems to generate it. The kinds of personal information that may be generated by AI systems include those set out above under the heading 'What kinds of personal information does the school collect and store'.

The school may also collect personal information through surveillance activities (such as CCTV security cameras) and email/chat/post monitoring.

7. Why and how will the school use and disclose the Personal Information collected?

The school will use Personal Information it collects for the primary purpose of collection, and for such other purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students and Parents/Caregivers

In relation to Personal Information of students and parents/caregivers, the school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, so as to enable students to take part in all the activities of the school. This includes satisfying the needs of parents/caregivers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

Other purposes for which the school uses the Personal Information of students and parents/caregivers include:

- making required reports to government authorities

- to keep parents/caregivers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration of the school;
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the school;
- to satisfy the school's legal obligations and allow the school to discharge its duty of care; and
- to assist the school in making decisions around supporting students' learning needs through the use of AI systems.

In some cases where Personal Information about a student or parent is requested by the school but is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will request permission from the student's parent or caregiver to use student photographs and video material for all school publications at the time of student enrolment.

The school may use school built AI agents to analyse personal information.

Job applicants, Employees, Volunteers and Contractors

In relation to the Personal Information of job applicants, employees, volunteers and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, employee, volunteer or contractor, as the case may be.

Other purposes for which the school uses the personal information of job applicants, employees, volunteers and contractors include:

- in assessing and administering the individual's employment or contract, as the case may be
- for insurance purposes
- seeking donations and marketing for the school
- to satisfy the school's legal obligations, for example, in relation to child protection legislation.
- to assist the school in determining the best applicant for a position through the use of AI enabled systems.

The school also obtains Personal Information about volunteers who assist the school in its functions or conduct associated activities, such as, but not limited to, those involving the All Hallows' Foundation, the Past Pupils' Association and the Parents and Friends Association, for the primary purpose of enabling the school and its volunteers to work together in the best interests of the school.

Marketing and Fundraising

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students, employees, and volunteers thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's Foundation or parent support groups.

Parents/Caregivers, employees and volunteers, contractors and other members of the wider school community may, from time to time, receive fundraising information. School publications, such as newsletters and magazines that contain personal information, may be used for marketing purposes. The school may use AI systems to assist with marketing and fundraising strategies, eg, identifying potential donors.

In such instances where the school uses or discloses Personal Information for direct marketing purposes, the relevant individual may "Opt Out" by requesting:

- (a) not to receive direct marketing communication;
- (b) that their Personal Information not be used by or disclosed to other entities for the purpose of facilitating direct marketing; and
- (c) to be provided with the source of the information received (unless it is impracticable or unreasonable for the school to do so).

8. Who might the school disclose Personal Information to?

The school may disclose Personal Information, including Sensitive Information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or employees and volunteers at another school
- government departments (including for policy and funding purposes)
- medical practitioners
- people providing educational, support and Health Services to the school, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
- people providing administrative and financial services to the school
- recipients of school publications, such as newsletters and magazines
- a student's parents/caregivers
- anyone you authorise the school to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws
- third party providers of AI enable systems the school uses.

9. Sending and Storing Information

The school may use online or 'cloud' service providers to store Personal Information and to provide services to the school that involve the use of Personal Information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users who access their services. This Personal Information may be stored in the 'cloud', which means that it may reside on a cloud service provider's server, which may be situated outside Australia.

An example of such a cloud service provider is Microsoft. Microsoft provides Microsoft Office 365, including mail services, and stores and processes limited personal information for this purpose. School personnel, Microsoft, and its service providers may have the ability to access, monitor, use, or disclose emails, communications (e.g., instant messaging), documents, and associated administrative data for the purposes of administering Microsoft Office and ensuring its proper use. The data centres where the personal information is likely to be kept are located within Australia.

The school may use AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside Australia, eg, the United States of America.

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the school will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases, this consent will be implied)
- otherwise complying with the APP's or other applicable privacy legislation.

10. Management and Security of Personal Information

The school's staff are required to respect the confidentiality of students' and parents'/caregivers' personal information and the privacy of individuals. The school has in place procedures to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records. These steps include:

- Restricting access to information on the school databases on a need-to-know basis, with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring that personal and health information is stored in hard copy files that are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff based on their role.

- Implementing physical security measures around the school buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third-party service providers who may have access to personal information, including cloud service providers, to ensure, as far as practicable, that they are compliant with the Australian Privacy Principles or a similar privacy regime.

11. Data Breaches

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, Personal Information about one or more individuals (the affected individuals), and a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result, or
- information is lost in circumstances where an unauthorised access to, or unauthorised disclosure of, Personal Information is likely to occur, and assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

What must the school do in the event of an 'eligible data breach'?

If the school suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the school will be required to lodge a statement to the Information Commissioner (**Commissioner**). Where practical to do so, the school will also notify the affected individuals. If it is not practicable to notify the affected individuals, the school will publish a copy of the statement on its website or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information, and
- there is no serious harm to affected individuals, and
- as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

12. Access and Correction of Personal Information

Under the Act, an individual has the right to seek and obtain access to any personal information that the school holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parent/s, but older students may seek access and correction themselves.

To make a request to access or to update any personal information the school holds about you or your child, please contact the school via our website, telephone or email. The school will require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with a written notice explaining the reasons for refusal.

The school will take reasonable steps to ensure that any personal information is accurate, up-to-date, complete, relevant, and not misleading.

13. Consent and Rights of Access to the Personal Information of Students

The school respects every parent's right to make decisions concerning their child's education. Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/caregivers. The school will generally treat consent given by parents/caregivers as consent given on behalf of the student, and notice to parents/caregivers will act as notice given to the student.

On a case-by-case basis, the Principal may consider a request for access to a student's personal information or allow a student to give or withhold consent to the use of their personal information independently of their parents/caregivers. This may apply in limited situations where:

- it is both reasonable and practicable to do so; and
- the student is aged over 15 years and the Principal has formed the view that the student has sufficient maturity to understand what is being proposed.

As mentioned above, parents/caregivers may seek access to personal information held by the school about them or their child by contacting the school Principal. However, there will be occasions when access is denied. Such occasions would include where the 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 school's duty of care to the student.

14. Enquiries and Complaints:

If you would like further information about the way the school manages the personal information it holds, or wish to make a complaint that you believe the school has

breached the Australian Privacy Principles, please address your enquiry or complaint in writing to the Principal.

All Hallows' School
547 Ann Street
Brisbane Qld 4000
Phone (07) 3230 9502

The Principal will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

15. Related Policies, Guidelines and Procedures

- 15.1 Notifiable Data Breach Response Procedure
- 15.2 Policy on Record Retention and Disposal

16. Additional Resources:

- Appendix 1 – Standard Collection Notice
- Appendix 2 – Past Pupils Association Collection Notice
- Appendix 3 – Employment Collection Notice
- Appendix 4 – Contractor/Volunteer Collection Notice

Date Approved	2018
Date Reviewed	2020
Date Reviewed	2022
Date Reviewed	2025
Next Review	2028

APPENDIX 1

Standard Collection Notice

1. The school collects personal information, including sensitive information about students and parents or caregivers before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The school might also use artificial intelligence (AI) systems to generate personal information and/or communication that uses your personal information.
2. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable students to participate in all the school activities. Personal information may be used to train the school's AI systems in support of student learning.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws, as well as the School's duty of care to staff and students.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988*. We may ask you to provide medical and psychological reports about students from time to time.
5. A student's enrolment may be delayed or prevented if the school cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The school may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments (including for policy and funding purposes);
 - Catholic Education Office, the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and schools within other Dioceses/other Dioceses;
 - medical practitioners;
 - people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information and learning management, and storage systems (for the purpose of the providers providing services to the school in connection with the systems);
 - third party providers of the AI systems the school uses;
 - people providing administrative and financial services to the school;
 - anyone you authorise the school to disclose information to; and
 - anyone to whom the school is required or authorised by law, including child protection laws, to disclose the information.
7. Personal information collected from students is regularly disclosed to their parents or caregivers.

8. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of on online or 'cloud' service providers is contained in the school's Policy on Privacy.
9. The school's Policy on Privacy, accessible on the school's website, sets out how parents/caregivers or students may seek access to and correction of their personal information which the school has collected and holds. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the school's duty of care to a student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The school's Policy on Privacy also sets out how parents/caregivers and students can make a complaint about a breach of the APPs and how the complaint will be handled.
11. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission on enrolment from the student's parent or guardian to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public, such as on the internet.
13. We may include students' and students' parents'/caregivers' contact details in a class list and school directory.
14. If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the school and why.
15. The school may use AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside Australia, eg, the United States of America.

APPENDIX 2

Past Pupils' Association Collection Notice

1. The Past Pupils' Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of All Hallows' School and to keep past pupils informed about other members.
2. We must have the information referred to above to enable us to continue your Past Pupils' Association membership.
3. As you know, from time to time, we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by the school to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. The Past Pupils' Association may publish details about you in our newsletters and our/the school's website. If you do not agree to this, you must advise us now.
5. The school's Policy on Privacy, accessible on the school's website, contains details of how you may seek access to and correction of your personal information which the school has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
6. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users who access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Policy on Privacy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why.
8. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. The school may use AI systems that are provided by third parties. These third parties may store or have access to personal information input into, and/or generated by, these AI systems. These third parties may be located outside Australia, eg, the United States of America.

APPENDIX 3

Employment Collection Notice

1. In applying for this position, you will be providing the school with personal information. We can be contacted at the address shown within the Policy on Privacy. Your personal information may be used for the training of the school's AI systems.
2. If you provide us with personal information, for example, your name and address or information on your resume, we will collect the information to assess your application for employment. We may keep this information on file if your application is unsuccessful, in case another position becomes available. The school might also use artificial intelligence (AI) systems to generate personal information and/or communication using your personal information.
3. The school's Policy on Privacy, accessible on the school's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information that the school has collected and holds. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the vendors of school systems used for payroll, Human Resource management and recruitment. Third party providers of the AI systems the school uses may be located outside Australia eg, the United States of America.
5. Depending on the role, we may collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users who access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Policy on Privacy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why.

APPENDIX 4

Contractor/Volunteer Collection Notice

1. In offering, applying or agreeing to provide services to the school, you will be providing the school with personal information. We can be contacted at 547 Ann Street Brisbane, admin@ahs.qld.edu.au or by telephone at 07 3831 3100. If we cannot collect some of your personal information, we may be limited in our ability to assess your application or to permit you to continue providing services to us. Your personal information may be used for the training of the school's AI systems.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application. The school might also use artificial intelligence (AI) systems to generate personal information and/or communication using your personal information.
3. The school may be required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law.
4. The school's Policy on Privacy, accessible on the school's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information that the school has collected and holds. However, access may be refused in certain circumstances, such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to. We may disclose your personal information to third parties that provide services around administration systems, including AI Systems that the school uses. Third party providers of the AI systems the school uses may be located outside Australia eg, the United States of America.
6. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users who access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the school's Policy on Privacy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why.