

PUBLIC DOCUMENT		PRIVACY STATEMENT
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Privacy Statement

This Privacy Statement explains how Central Coast Montessori Primary School (CCMPS) collects, uses, stores and manages personal information when individuals interact with the School or use its website. It should be read in conjunction with the School's Privacy, Personal Information and Confidentiality Policy.

Our Commitment to Privacy

Central Coast Montessori Primary School (CCMPS) respects the privacy of students, parents and carers, employees, volunteers, contractors, Board members, prospective families, job applicants and other members of the School community.

The School collects, uses, stores and discloses personal information in accordance with the *Privacy Act 1988 (Cth)*, the Australian Privacy Principles (APPs), the *Health Records and Information Privacy Act 2002 (NSW)* where applicable, and other relevant legal and regulatory requirements.

CCMPS takes reasonable steps to ensure that personal information is managed appropriately, securely and only for legitimate School purposes.

What Personal Information We Collect

The type of personal information collected by CCMPS depends on an individual's relationship with the School.

For **students, prospective students and their families**, this may include:

- names, addresses, dates of birth and contact details;
- enrolment and educational information;
- family and emergency contact information;
- health, medical, disability and wellbeing information;
- learning and support needs;
- attendance and behavioural information;
- information about previous schools;
- photographs, video and audio recordings;
- financial and payment information; and
- other information necessary to support the student's education, safety, wellbeing and participation in School activities.

For **employees, volunteers, contractors and job applicants**, information may include:

- contact and identification details;
- employment history and qualifications;
- professional accreditation and registration information;
- Working with Children Check and other screening information;
- references and recruitment information;
- training and professional development records;
- payroll and financial information;
- health information where relevant to employment or workplace safety; and
- other information reasonably necessary to manage the person's employment, engagement or application.

CCMPS may also collect information about Board members, service providers, visitors and other individuals where reasonably necessary for the School's operations.

Sensitive and Health Information

Some information collected by CCMPS may be sensitive information, including health information, information concerning disability or additional needs, and other information afforded additional protection under privacy legislation.

Sensitive information will only be collected where reasonably necessary for the School's functions and where consent has been provided or collection is otherwise authorised or required by law.

Health and medical information may be collected where necessary to support student or staff health, safety and wellbeing, respond to emergencies, make reasonable adjustments or meet the School's duty of care and legal obligations.

How We Use Personal Information

CCMPS uses personal information for purposes connected with the operation of the School, including to:

- provide education and support student learning;
- manage enrolments and maintain student records;
- support student health, safety, wellbeing and pastoral care;
- communicate with students, parents and carers;
- administer excursions, activities and events;
- manage employees, volunteers and contractors;
- undertake recruitment and employment administration;
- meet child safety, duty of care and workplace safety responsibilities;
- administer School governance, financial and operational functions;
- meet legal and regulatory obligations;
- maintain and improve School services and systems; and
- support approved fundraising and community engagement activities.

CCMPS will generally only use personal information for the purpose for which it was collected, a related purpose that would reasonably be expected, with consent, or where otherwise permitted or required by law.

Disclosure of Personal Information

CCMPS may disclose personal information where reasonably necessary for the School's functions or where authorised or required by law.

Depending on the circumstances, information may be disclosed to:

- government departments, education authorities and regulators;
- health professionals and emergency services;
- child protection and law enforcement authorities;
- professional advisers and insurers;
- contractors and service providers supporting School operations;
- providers of educational, information technology and cloud-based services;
- other schools or educational institutions where appropriate; and
- other persons or organisations with consent or where permitted or required by law.

CCMPS takes reasonable steps to ensure that third-party service providers handling personal information on the School's behalf maintain appropriate privacy, confidentiality and security safeguards.

Sharing Information Between the Preschool and Primary School

Central Coast Montessori operates a Preschool and Primary School under separate entities. Where appropriate, personal information may be shared between the Preschool and Primary School to support a child's transition, continuity of education, wellbeing and care, and the effective administration of the School.

Information will only be shared where reasonably necessary, authorised or permitted by law, and will be managed in accordance with applicable privacy requirements.

Information About Students

CCMPS recognises the importance of protecting children's privacy.

Requests concerning a student's personal information will generally be managed through the student's parent or carer. However, the School will consider the student's age, maturity, circumstances, privacy interests and its duty of care when determining how information should be managed.

There may be circumstances where a parent or carer is not provided with access to particular information about a student, including where disclosure would unreasonably affect another person's privacy, may adversely affect the student's or another person's safety or wellbeing, or where access may otherwise be refused or restricted by law.

Photographs, Video and Audio

CCMPS may collect and use photographs, video or audio recordings of students and members of the School community for educational, administrative, communication or approved promotional purposes.

Where consent is required, the School will seek appropriate consent before using or disclosing images or recordings.

Fundraising and Communications

CCMPS may use personal information to communicate with members of the School community about School activities, events, fundraising and other matters relevant to the School community.

Where communications are promotional or fundraising in nature, individuals may request not to receive further communications of that type.

Website and Online Services

When individuals interact with the CCMPS website or approved online services, limited technical information may be collected to support the operation, security and improvement of those services.

This may include IP addresses, browser and device information, cookies and website usage information. Cookies and similar technologies may assist with website functionality and provide information about how the website is used.

Individuals may be able to manage cookies through their browser settings, although disabling cookies may affect the functionality of some website features.

The School's website may contain links to third-party websites or services. CCMPS is not responsible for the privacy practices of external websites, and individuals should review the privacy information provided by those services.

Third-Party and Cloud-Based Services

CCMPS uses third-party providers and cloud-based systems to support educational, administrative and operational functions.

Personal information may therefore be stored or processed using services provided by external organisations. CCMPS takes reasonable steps to select appropriate providers and manage information in accordance with applicable privacy and security requirements.

Where a service provider stores or processes personal information outside Australia, CCMPS will manage that information in accordance with applicable privacy requirements.

CCMPS may also use approved artificial intelligence (AI) and emerging technology tools to support educational, administrative or operational functions. Where these technologies are used, the School takes reasonable steps to protect personal information and maintain appropriate privacy, confidentiality, security and human oversight.

Personal and sensitive information will not be entered into or processed through AI tools or other external digital services unless their use has been appropriately authorised and is consistent with the School's privacy, information security and technology requirements.

Storage and Security

CCMPS takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Personal information may be held in approved electronic systems, secure cloud-based platforms, authorised third-party systems and secure paper records. Access is restricted according to an individual's role and responsibilities.

The School maintains appropriate administrative, physical and technical safeguards and requires employees and other authorised persons to maintain confidentiality.

Personal information is retained and securely disposed of in accordance with applicable legal and regulatory requirements and the School's records management requirements.

Access and Correction

Individuals may request access to personal information CCMPS holds about them or ask the School to correct information that is inaccurate, incomplete or out of date.

The School may take reasonable steps to verify the person's identity before providing access or making a correction. In some circumstances, access may be limited or refused where permitted by law.

Requests should be directed to the Principal or Privacy Officer.

Privacy Incidents and Data Breaches

CCMPS maintains processes for identifying, responding to and managing suspected privacy incidents and data breaches.

Where a breach occurs, the School will take appropriate steps to contain and investigate the incident, minimise potential harm and implement corrective action.

Where required, CCMPS will notify affected individuals and the Office of the Australian Information Commissioner in accordance with the Notifiable Data Breaches Scheme.

Privacy Complaints

Individuals who believe their privacy has been breached or have concerns about how CCMPS has collected, used, disclosed, stored or otherwise managed their personal information may contact the School.

Privacy complaints will be considered appropriately and, where relevant, managed in accordance with the School's *Complaints Handling Policy and Procedure*.

If a privacy concern cannot be resolved directly with the School, an individual may be able to raise the matter with the Office of the Australian Information Commissioner or another relevant authority.

Contact Us

For questions about this *Privacy Statement*, requests to access or correct personal information, or privacy concerns, please contact:

Privacy Officer

Central Coast Montessori Primary School
10–12 Debra Anne Drive
Bateau Bay NSW 2260

Email: privacyofficer@ccm.nsw.edu.au

Phone: +61 492 932 467

Changes to this Privacy Statement

CCMPS may update this *Privacy Statement* from time to time to reflect changes to legislation, School practices, technology or privacy requirements. The current version will be made available on the School's website.

