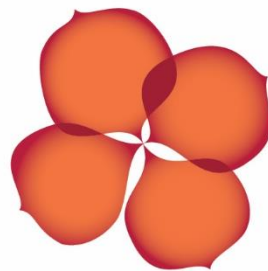


POLICY
PRIVACY
PROTECTIONS



NT
CHRISTIAN
SCHOOLS

DOCUMENT INFORMATION

Document Title: Privacy Protections
Policy Category: SW - Safety and wellbeing
Policy Monitor: Director Business Services
Contact: policy@ntchristianschools.com.au
Approved by: Board
Approval date: 26 February 2025
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Policy
Feedback



AMENDMENT HISTORY

Version	Date	Changes Made
1.0	02/2014	Policy drafted by V Heron.
2.0	072020	Edits unknown. Adopted by the Board
3.0	02/2025	Update to new policy template, incorporate expansion of information and inclusion of terms to support: ELCs, amendment to Education Act, student information sharing, data security, images and student /staff work, social media, biometric data, optical surveillance and website data.

1 Preamble

NT Christian Schools is an organisation that exists to advance the Christian religion through the provision of high-quality education and training services and religious instruction. A holistic and relational approach to learning for each individual student, underpinned by a biblical world view provides an education for the whole person, for the whole of life.

We believe that the Christian faith is a life-transforming faith that will be authentically evidenced in a believer's actions. The bible exhorts us to pursue godliness and to model biblical standards of behaviour. Everything we do, our practices, our conduct, our use and stewardship of resources is an act of worship to God and a witness to those around us.

All members of the NT Christian Schools community are to be committed to ensuring a safe and caring environment for students, staff and the whole community in a manner that is consistent with the Christian ethos and beliefs of NT Christian Schools.

Employees are fully supported by NT Christian Schools to meet compliance with these documents.

NT Christian Schools is committed to achieving and maintaining workable solutions for our organisation.

We may make changes to this policy from time to time to improve the effectiveness of organisational operation or to meet legislative requirements. Notification of changes will be communicated to those a policy applies to, and it is their responsibility to read updated policies and relevant related documents as soon as reasonably practical. Any NT Christian Schools stakeholder who wishes to provide feedback about this policy may forward their suggestions to the policy monitor or policy@ntchristianschools.com.au.

2 Purpose

Protection of personal and sensitive information is a fundamental human right of all children and adults. NT Christian Schools is committed to protecting your personal information in accordance with the *Privacy Act 1988 (Cth)* and the *Australian Privacy Principles*

This policy outlines how personal and sensitive information collected by NT Christian Schools for the proper administration of its schools, education and care services and associated entities is used, managed and protected as we respect the privacy and dignity of children, parents and guardians, staff, volunteers, job applicants, contractors and all stakeholders who engage with the organisation, and look to minimise the risk of harm that may result from misuse of personal information.

3 Intended use

The policy is available to all parents, carers, students, staff, volunteers and contractors via the NT Christian Schools website and on request in hard copy form from the NT Christian Schools Berrimah System Office as required.

The policy is available to all staff via the NT Christian Schools Canvas Policy and Advisory Library.

4 Policy

By using any of our services, engaging with our digital platforms and providing us with your personal information (or authorising it to be provided to us by someone else), you agree to your personal information being handled as set out in this Privacy Protections Policy.

All staff, students and stakeholders of NT Christian Schools are to respect and maintain the confidentiality of personal and sensitive information; and the privacy of individuals.

The right to privacy and confidentiality will be upheld and respected, whilst ensuring the operational and statutory requirements for the provision of high-quality education, training and care services is met.

NT Christian Schools and associated entities will only collect, hold and use personal information for the primary purpose for which it was provided, and any related purposes as is consider reasonably necessary for the provision and proper administration of high-quality Christ-centered education, training and care services and the company as determined by legislation, regulated standards, or NT Christian Schools procedural requirements.

Personal and sensitive information will be, held, archived or destroyed in accordance with the terms and conditions of this policy and NT Christian Schools' *Records Management Policy* and related protocols and procedures.

Collection of personal information outside of these reasonably expected conditions will be disclosed and permission requested from individuals.

Reasonable steps and protocols are established to enable staff to ensure that the personal information we hold about you is accurate, complete and up-to-date and that it is stored securely with confidentiality.

4.1 Collection of Information

The types of personal and sensitive information NT Christian Schools and its associated entities will collect for the daily operations of the organisation to meet administration requirements and duty of care are (but not limited to):

4.1.1 Student Related

- Child's full (legal) name,
- Identification documentations, including birth certificates, or citizenship certificates, passports, visas,
- Gender,
- Date of birth,
- Religion,
- Languages spoken at home,
- Children's health information including, allergies, dietary requirements, immunisation records, medical records, medication records, and care or action plans,

- Medical care provider contacts details,
- Development records, assessments and summaries,
- Learning and behavioural management plans,
- Pastoral, behaviour and academic records,
- Relevant external agency records,
- Medicare and Medical insurance information,
- Child Care Subsidy information, including Centrelink Customer Service number (CRN),
- Custody arrangements and protection orders,
- Parent / Guardian full name and contact details,
- Parent / Guardian Bank or credit card details for payments,
- Parent / Guardian education and profession,
- Emergency contact details and persons authorised to collect individual children,
- Photographic or video images,
- Student work and assessments,
- Criminal History (where student is over 18 years of age, or if requested by a Principal)

4.1.2 Visitor, Volunteer, Contractor Related

(Pending relevance to engagement with NT Christian Schools)

- Full legal name and contact details,
- Date of birth,
- Working with Children Check and Criminal History,
- Identification documentations, including driver's license,
- Professional qualification, training and registration information, evidence to show ability to meet role requirements,
- Medicare and private health insurance,
- Driving records,
- Emergency contact details,
- Photographic or video images,

4.1.3 Staff Related

- Full legal name and contact details,
- Date of birth,
- Identification documentations, including driver's license, birth certificates, or citizenship certificates, passports, visas,

- Gender,
- Bank account, taxation and superannuation details,
- Professional qualification, training and registration information, evidence to show ability to meet role requirements,
- Work history and referee contact details,
- Working with Children Check and Criminal History,
- Medical history, Medicare and private health insurance,
- Driving records,
- Emergency contact details,
- Photographic or video images,
- Biometric data,
- Work related intellectual property.

4.1.3.1 Exemptions in Relation to Employee Records

A private sector employer's handling of employee records in relation to current and former employment relationships is exempt from the Australian Privacy Principles¹ in relation to:

- either a current or former employment relationship between the employer and the individual,
- an employee record held by the organisation relating to the individual.

Information held in an employee file must relate to the individual² and their employment with NT Christian Schools. This may include personal and sensitive information such as:

- the terms and conditions of employment of an employee,
- the employee's personal and emergency contact details, performance or conduct, hours of employment or salary or wages,
- the employee's membership of a professional or trade association or trade union membership,
- the employee's recreation, long service, sick, maternity, paternity or other leave,
- the engagement, training, disciplining, resignation or termination of employment of an employee,
- the employee's taxation, banking or superannuation affairs.

4.1.4 Personal Information Provided Directly

Personal information may be collected in various ways. NT Christian Schools will generally collect personal information directly from:

¹ Officer of the Australian Information Commissioner

² Privacy Act 1988 (Cth), section 6(1)

- parents,
- students,
- job applicants,
- staff members,
- contractors,
- Association members and applicants,
- or other stakeholders.

Information may be collected by way of:

- forms filled out,
- face-to-face meetings and interviews,
- telephone calls, emails and other written communications,
- requested copies of documents,
- use of digital applications and other online tools and software including direct entry data,
- photographs, film recordings, security surveillance,
- creation of curriculum related programs and resources, documents and work-related content,
- record keeping,
- through authorised information sharing arrangements with other services.

4.1.5 Personal Information Provided Indirectly

In most situations NT Christian Schools collects your personal information directly, however we may also collect or be provided with personal information about an individual from a third party with your permission or where law permits us to, for example, but not limited to:

- agencies assisting with provision of student care and wellbeing,
- reports from another school³,
- reports provided by medical professionals,
- conversations with referees or previous employers,
- investigations of incidents or complaints.

4.1.6 Unsolicited personal information

NT Christian Schools may receive information about a person where no active steps have been taken to collect that information. If permitted or required by law, the information may be retained, if not the records will be destroyed or de-identified when practicable, lawful and reasonable to do so.

³ Education Act (2015) NT – sections 161, 170

4.1.7 Consequences of Not Consenting to the Collection of your Personal Information

In many circumstances we are required by law to collect certain personal information about you to meet our proper administration, duty of care and child safe obligations. If you do not provide your personal information in such circumstances, you may be unable to engage any further with NT Christian Schools.

4.2 Access and Corrections

All individuals have a right to request access to and correct their personal information held by NT Christian Schools. NT Christian Schools will comply with its obligations under the *Information Act 2002* in processing requests to confirm personal and sensitive information held.

Many of the digital platforms used for the administration of NT Christian Schools and its entities allow relevant stakeholders to view and edit aspects of their personal information.

If there are any changes to your personal information or if you believe the personal information held about you is not accurate, complete, up-to-date or is misleading, please contact the campus or Business Service Office so records can be updated accordingly.

- If for any reason the changes cannot be made in the manner requested, a written notice that explains the reasons will be provided.

If you wish to review additional personal information held by NT Christian Schools about you (or your child) you should make request to your campus Office Manager or NT Christian Schools Business Services Office.

- An applicant's identity must be verified before allowing access to the requested personal information.
- Access to personal information is subject to certain legal restrictions and exceptions with NT Christian Schools primary focus being the welfare of children and students. If we decline to provide access because of such restrictions or exceptions, a written notice explaining the reasons and any other relevant information will be provided.

NT Christian Schools reserves the right to charge a reasonable fee (which will be notified to applicants) for time and expenses to provide access to information if an extended amount of time is required to collate and prepare the information request, particularly from archived records, or if it is requested to have material photocopied or printed.

4.2.1 Access to Student Information

NT Christian Schools and its associated entities will only provide information about students such as reports and other ordinary communications to students, parents or others who have a legal right to that information as expressed in this policy.

4.2.2 Access to Staff Information

Staff may request in writing access to information held in their personnel file through Principal, program Director or from the Human Resources team during or after employment.

Records such as performance management or disciplinary records do not fall under the category of employee records and are exempt under the Privacy Act from employer disclosure obligations under the Fair Work Act 2009 (Cth).

4.3 Use and Sharing Personal Information

When necessary, and where authorised or required by law personal information may be disclosed to others for administrative, operational, duty of care and educational purposes such as (but not limited to):

- Government departments, regulators, medical practitioners, law enforcement agencies, volunteers, sports coaches and counsellors.
- Third party service providers, agents or contractors to help in the administration of NT Christian Schools or to otherwise provide services supporting operations. In such events, we require those parties to protect personal information as determined by law.
- Fair Work inspectors, some other employees due to role and representatives of organisations who are authorized to access employee records.
- Any other entities identified at the time of collecting your personal information, or which you subsequently request or expressly consent to us providing your personal information to.

Where personal information is shared with a third party, only the information necessary for NT Christian Schools and its associated entities to fulfil its functions or legal obligations, including those of duty of care is to be disclosed.

4.3.1 Disclosure of Student Information to Other Schools.

When students transfer between schools, the following student information may be requested by Principals from a previous school or disclosed by Principals to a new school⁴:

- enrolment and attendance data;
- information to assist with the transfer of the student;
- Information the Principal considers relevant to ensure the safety and wellbeing of the student or other students attending the school such as behavioural and welfare reports and plans;
- assessments;
- NAPLAN results
- semester reports.

4.3.2 Disclosure to Overseas Recipients

In general, we do not disclose your personal information to any overseas recipients. Unless a 'Permitted General Situation' exists in relation to disclosure, we will seek your consent to

⁴ Education Act 2015, section 160, 170A

disclose your personal information to any overseas recipients and will outline to you who your personal information would be disclosed to.

4.4 Data Security

NT Christian Schools and its associated entities takes active measures through the use of technical and physical security measures to protect the personal information held from misuse, interference, loss and from unauthorised access by:

- monitoring and updating hardware security systems;
- maintain any hard copy records in offices with minimised access and in lockable storage;
- providing data security training to users of NT Christian Schools digital devices and services;
- reviewing third-party data security measures;
- regular internal cyber security audits;
- responding to cyber incidents following ICT Continuity and Disaster Plan.

NT Christian Schools is guided by NT Government information management principles and the records management standards along with our Records Management Policy.

Your personal information may be stored in a third-party data center that is located overseas. We access this data through the internet. The systems we engage with are subject to internationally recognised privacy and security protocols and audit.

4.5 Student and Staff Work

Some student and staff produced work that reveals facts or opinions about an individual, and where the individual's identity is reasonably ascertainable are considered personal information and as such are protected by privacy laws and this policy.

Collection of these is part of the regular operations of schools, training and education and care services.

Refer to sections 4.6.1, 4.6.2 and 4.6.3.

4.6 Photographic and Video Images

Entities of NT Christian Schools capture photographs and video recordings as part of regular operations, learning activities and when celebrating student or staff achievement, recording excursions and classroom or school and program events.

Photographs and recordings of individuals are considered personal information and as such are protected by privacy laws and this policy. We therefore seek parental consent on student enrolment form for photographs and video and audio recordings to be published in a variety of settings.

Schools and Early Learning Centers engage a professional photographer each year to take

individual and class photographs. A copy of individual student photos is required for our digital school management systems assisting us in meeting full duty of care and for producing student ID cards provided to students from Year 7. Individual and class photographs are made available for parent purchase. This process does require a student's name to be provided to the photographer for the administration of their service.

From time-to-time photographs and recordings may be captured with the intention of creating resources for promotion of NT Christian Schools and its associated entities and media publications. For these projects, parents will be contacted and permission obtained for students to be included in a particular promotion or activity.

NT Christian Schools does not publish surnames of its students on internal or external publications⁵ defined in section 4.6.2 and 4.6.3, with exception of year books and on annual class photos.

4.6.1 Internal Required Use of Photographs, Recordings and Student Work is:

- Identification – on student data management system, student ID cards.
- Student work records – recording of student work for internal assessment and reporting.
- Classroom activities and displays – learning or using photographed, sound or video recordings as part of the exploration or presentation of learning and displays within a classroom as part of educational and class activities.
- Internal Reports - reports and presentations used within the school community such as at staff and board meetings.

4.6.2 Internal Publication of Photographs, Recordings and Student Work is:

- School or program newsletter – newsletters are distributed within the school or program community
- Newsfeeds or Emails from the school's or program's data management system or learning experience platforms used to communicate information with students and parents/carers.
- Apps and closed groups - education-specific digital apps and platforms that require a login and are only accessible to students, staff and parent/carers.
- Slideshows at School or program events - this includes assemblies, information events and award presentations or celebrations.
- Yearbook - published each year and distributed to each family enrolled at the school.
- Class photographs available for purchase by parents of child's class.
- School operational reports.

4.6.3 External Publications of Photographs, Recordings and Student Work is:

- Social media – school and NT Christian School accounts on platforms such as Facebook,

⁵ eSafety Commissioner recommendations for Privacy Protection of children [Privacy and your child | eSafety Commissioner](#)

Instagram, LinkedIn and X;

- Public Websites – school and NT Christian School websites accessible to the public;
- Media Publications – newspapers, magazines and other media outlets producing stories about the school or students;
- External partners – educational organisations and community groups who are collaborating on projects and events with the school or NT Christian Schools;
- Public Displays – displays at public events outside of the school;
- Alumni publications – communications distributed to alumni.

4.7 Social Media

NT Christian Schools maintains an active presence across a variety of social media platforms as part of its methods for communicating with students, staff, parents and the wider NT Christian Schools community.

Social media platforms are interactive and can be viewed by the public. Do not share yours or other people's personal information on any NT Christian Schools social media platforms.

Social media communications will be conducted in respectful and courteous manner, in accordance with terms outlined in this and any other related policies.

Any comments or posts that do not meet our guidelines, are deemed inappropriate or offensive will be deleted / removed by platform moderators.

NT Christian Schools will moderate its platforms. Any content posted or comments made (including third-party links) other than from the official NT Christian Schools accounts is not an endorsement by NT Christian Schools.

Staff, parents and members of the NT Christian School community are not to use photos of students attending any school related activities (except their own children) on personal social media posts or in personal communications.

4.8 Marketing

At the discretion of NT Christian Schools limited personal information held by NT Christian Schools may be disclosed to entities of the organisation that assists in the organisation's fundraising and community building, for example school councils, the Board or Association.

NT Christian Schools will obtain permissions from student's parents/guardians prior to publishing or making public any images, footage or other identifying material in promotional or advertising material for NT Christian Schools or any of its entities.

The school will not provide personal information to third parties for third party marketing purposes.

4.9 Biometric Data

Biometric data is considered personal information. Whilst NT Christian Schools does not generally collect biometric data, it is a method often used by smart devices such as phones or iPads to enhance security, for example using fingerprint scan or facial recognition technology.

It is also acknowledged that digital copies of signatures of some staff may be created for use in preparing documentation in the daily operations of NT Christian Schools and associated entities.

Biometric information is to only be used for its stated purpose, is to be stored securely, and is to be destroyed when no longer required.

Individuals will always be welcome to choose not to use or provide their biometric information, with alternative means of providing security logins and preparing documentation always an option.

Any staff member with access to another person's biometric data, such as a digital copy of a signature must use the highest discretion and use only when approval is given.

4.10 Optical Surveillance Devices

Images and footage recorded by optical surveillance devices such as CCTV or security cameras that allows an individual to be identified is considered Personal Information.

NT Christian Schools may use optical surveillance systems in accordance with the NT *Surveillance Devices Act 2007*, *Privacy Act 1988 (Cth)* and *Public Records Act 2002* to assist in:

- Apprehension and prosecution of offenders (including the use of images in criminal proceedings and litigation relative to or affecting NT Christian Schools, its students, staff and community).

Optical surveillance devices will be sited to monitor areas and capture images only relevant to the purpose for which they are being implemented.

Clearly visible signage will be placed on property sites where optical surveillance devices are being operated.

The integrity of retained images will be maintained to ensure their evidential value and to protect the rights of people recorded in them. Refer to *Records Management Policy*.

Access to recorded images and footage is restricted to authorised persons responsible for overseeing the safety and wellbeing of persons on or visiting a premises, and the maintenance and security of assets owned or leased by NT Christian Schools.

Individuals have the right to access their personal information, this includes images and video recordings captured by surveillance devices.

The security of the images recorded will be strictly controlled by the authorised person at each premises and disclosure of recordings with any other parties must be compatible with the purposes for which the recordings were obtained. Authorised persons will:

- Be mindful of NT Christian Schools *Privacy Protections Policy*, and *Records Management*

Policy along with all relevant procedures and guidelines relating to optical surveillance devices.

- Record any requests for disclosure of optical surveillance recordings, including when access is denied, and the reason for doing so.
- Document any disclosure or removal of recordings with law enforcement agencies, insurance providers, or individuals with both parties to sign, confirming the record.

4.11 Use of NT Christian Schools Websites and Digital Platforms

NT Christian Schools' websites, and other digital platforms used by NT Christian Schools may collect information used to improve the content of our web services and to help us to understand how people are using our services.

NT Christian Schools analyses the website logs to continually improve the value of the services available on our site. Our website logs are not personally identifiable, and we make no attempt to link them with the individuals that browse the websites.

We do not collect personal information about you unless you voluntarily participate in an activity that asks for information (i.e. sending an e-mail, participating in a survey or completing a form) and your details will only be used for the purpose for which you provided them.

We use your e-mail or other details to contact you: this may be to advise receipt, to address issues you identify, to further improve our web site, or to forward the details to another agency for appropriate action.

Survey information is used for the purpose designated. Where information is provided to another agency, a statement in accordance with the Information Privacy Principles 1 to 3 in the Privacy Act 1988 as to whom the information is supplied and for what purpose will be clearly identified on the appropriate page of the form.

4.11.1 Cookies

Cookies are simple text files stored on your computer by your web browser. They provide a method of distinguishing among visitors to websites.

Cookies created on your computer by using NT Christian Schools websites or other digital platforms do not contain personally identifying information and do not compromise your privacy or security. We use the cookie feature only to store a randomly generated identifying tag on your computer. You can refuse the cookie or delete the cookie file from your computer by using any of the widely available methods.

Cookies can be removed at any time from your hard drive.

4.11.2 Google Analytics

NT Christian Schools' websites use Google Analytics, a web analytics service provided by Google Inc. (Google). Google Analytics uses cookies and JavaScript code to enable analysis on usage of our website. The data collected about your use of our websites (including your IP address) will be transmitted to and stored on Google's servers. Google will use this data for the

purpose of compiling reports on website activity for NT Christian Schools and provide other services relating to website activity and Internet usage.

Google will not collect personal information about you. The reports provided by Google to us only contain aggregate non-personal data about your use of this website, (these reports may contain data relating to pages viewed, files downloaded or the completion of online subscriptions). NT Christian Schools will use the data collected by Google Analytics to improve the functionality of our websites.

Google may transfer this data to third parties where required to do so by law, or where third parties process this data on Google's behalf. Google will not associate your IP address with any personal information you may have previously provided to Google. You may refuse the use of cookies by selecting the appropriate settings on your browser. Please note that if you do this, you may not be able to use the full functionality of our website. By using our website, you consent to the processing of data about you by Google in the manner and for the purposes set out above

4.11.3 Security

NT Christian School websites are secured using industry required HTTPS (SSL – secure socket layer) encryption for all data transfers. Users should be aware that there are inherent risks in transmitting information across the internet.

Disclaimer for External Links

When NT Christian Schools websites have links to other websites, and you use the link, you are no longer on our websites and this Privacy Protection policy will not apply. When you link to another website, you are subject to the privacy policy of that new site.

5 Breach of Privacy Protections

If you believe that NT Christian Schools has breached the terms of this policy, or the Australian Privacy Principles please raise your concerns by reporting to your Line Manager or in accordance with NT Christian Schools *Complaints Management Policy*. You can email complaints@ntchristianschools.com.au

Where NT Christian Schools staff become aware of, or suspect a breach of privacy has occurred, they will follow *Privacy Protections Breach Reporting Framework*.

Staff members who fail to adhere to this policy and engage in unauthorised disclosure of personal or sensitive information may face disciplinary action. Other stakeholders of the NT Christian Schools community may face termination of their engagement.

6 Roles and Responsibilities

Order from the most senior position to the subsequent positions

Roles	Evidence of Compliance
Director of Business Operations	
Implement practices and procedures for managing and protecting information and records supporting operational need.	Documented policy and procedure
Ensure records and information storing capacity and processes are secure and up to date.	Annual Risk Assessment review Annual assessment of processes and services
Ensure regular audits of data security is undertaken, addressing identified areas of risk	Audit checklists and reviews
Principals and Operational Directors	
Provide training for staff regarding privacy protection and record management	Annual PD plan Induction Check Lists
Ensure correct information is being collected and recorded for their entity in accordance with NTCS policies and procedures	Data Records and Files Archive files Information audits
Promptly transfer relevant student information when requested by another school.	Student Information Report and communications
Ensure appropriate permission are sought before collecting or using personal information outside of policy terms.	Documented permissions requests and responses
Follow up on reports of Privacy Breaches and ensure reporting to NTCS Business Services and authorities when required.	Privacy Breach Reporting Form Investigation notes Documentation of report to authorities
Provide prompt written explanation if requests for personal information or updates cannot be met.	Written communication
Support maintenance, updating and clarifying of stored personal information.	Files and records
Human Resources Team	
Ensure practices regarding obtaining and maintaining staff personal information to adhere policy.	Files and records
ICT Manager	
Ensure regular audits of data security is undertaken, addressing identified areas of risk.	Audit checklists and reviews

Roles	Evidence of Compliance
Staff	
Adhere to policy ensuring security, confidentiality and integrity of the records and information they handle.	
Do not release or disclose information without consent by individuals unless required by law or for the purpose of law enforcement	
Report any breaches of Privacy.	Privacy Breach Reporting Form
All Stakeholders	
Adhere to policy ensuring security, confidentiality and integrity of records and information.	
Advise if personal information needs to be updated or changed.	Written communication Data base update records

7 Definitions and acronyms

See the NTCS Definitions List for a bank of approved definitions.

Term	Definition
Biometric Information	Your unique physical characteristics such as face, fingerprints, iris, palm, signature, voice that may be used as identifying information such as for device security.
Consent	<p><i>In relation to Privacy Protection Policy:</i> When someone voluntarily agrees for their information to be collected, used and/or shared within or outside NT Christian Schools. (Consent for children is given by the student's parent, or person authorised to do so. Students 18 years of age or those assessed as living independently may provide consent themselves).</p> <p>Consent is generally required for the collection of a person's sensitive information, or to use or disclose personal information for a purpose other than what it was collected for. Consent can be asked for and managed in a variety of ways such as:</p> <ul style="list-style-type: none"> • on enrolment, • for specific purposes or events, • by writing or signing your name or ticking your agreement to consent statement on paper or digital forms, • providing the requested information.
Harm	Any significant detrimental effect caused by an act, omission or circumstance on the physical, financial, psychological or emotional wellbeing or development of a person.
Health Information	Information regarding your physical or mental health or disability.

Media Publications	Newspapers, magazines and other visual and audio presentations produced by information and media outlets about NT Christian Schools, its entities, staff and students.
Optical Surveillance	Images and footage recorded by optical surveillance devices such as CCTV or security cameras.
Parent	The father, mother or any other person who has parental responsibility for the child, determined by birth, culture or legal arrangement.
Permitted General Situation⁶	Some Australian Privacy Protections do not apply if a 'permitted general situation' exists such as: <ul style="list-style-type: none"> • lessening or preventing a serious threat to the life, health or safety of any individual, or to public health or safety, • taking appropriate action in relation to suspected unlawful activity or serious misconduct, • locating a person reported as missing, • asserting a legal or equitable claim, • conducting an alternative dispute resolution process.
Personal Information⁷	is a range of information, or an opinion, that could identify or reasonably identify an individual such as: <ul style="list-style-type: none"> • name, • address, phone number, email address, • date of birth, • identification documents, • academic records and student work, • student record information, • sensitive information, • credit information, • employee record information, • photograph and video images of a person, including optical surveillance images, • signature, • biometric information of voice and facial recognition, • location information from mobile devices, • bank account details, tax file numbers, super fund information. The term also encompasses information considered to be <i>Sensitive Information</i> .
Privacy	The need to protect the personal information including being able to control who can see or use information about us that NT Christian Schools and associated entities collects, stores, and uses relating to individuals.
Sensitive Information⁸	is personal information or an opinion about an individual such as: <ul style="list-style-type: none"> • Behavioural and welfare records, • Racial or ethnic origin, • Professional history, • Academic records,

⁶ Office of the Australian Information Commissioner, C.1, C.2 and section 16A

⁷ Office of the Australian Information Commissioner

⁸ Office of the Australian Information Commissioner

	<ul style="list-style-type: none"> • Professional registration details, • Political opinions or associations, • Religious or philosophical beliefs, • Trade union membership or associations, • Sexual orientation or practices, • Criminal records, • Health or genetic information, • Some aspect of biometric information, • Teacher notes, <p>Generally sensitive information requires a higher level of privacy protection than other personal information.</p>
Student	A person enrolled in a school or early learning service or programs delivered by NT Christian Schools.

8 Related legislation and policy

8.1 NT Christian School policies and procedures

- Records Management Policy
- Privacy Breach Reporting, Investigating and Responding FORM
- Responding to Privacy Breach Procedures
- Protected Disclosures (Whistleblowers) Policy
- Working from Home Process
- ICT Acceptable Use Policy and Guidelines
- Recruitment, Selection and Screening of Staff Policy
- Staff and Board Code of Conduct
- Parent, Volunteer, Visitor and Contractor Code of Conduct
- Student Code of Conduct
- Complaints Policy
- Conducting Investigations Policy

8.2 Legislation

- Information Act 2002 (NT)
- Privacy Act 1988
- Privacy Amendment (Enhancing Privacy Protections) Act 2021
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- Surveillance Devices Act 2007 (NT)
- Care and Protection of Children Act 2007 (NT)
- Education Act 2015 (NT)

- A New Tax System (Family Assistance) Act 1999
- Family Law Act 1975
- Antidiscrimination Act

8.3 Other relevant resources

- Australian Society of Archivists Records Retention and Disposal Schedule for Non-Government Schools
- Australian Privacy Principles
- National Principles for Child Safe Organisations
- National Quality Framework QA7
- Education and Care Services National Regulations
- Child Care Subsidy Secretary Rules 2017
- Child Care Subsidy Minister's Rules 2017
- eSafety Commissioner [Privacy and your child | eSafety Commissioner](#)
- eSafety Commissioner [Education | eSafety Commissioner](#)
- [Convention of the Rights of the Child \(CRC\)](#)