

YOUR PRIVACY - COLLECTION OF YOUR PERSONAL INFORMATION

1. Introduction

This notice is provided in accordance with Australian Privacy Principle ("APP") 5 as provided in *Privacy Act 1988 (Cth)* (the "Act") because the Royal Institute for Deaf and Blind Children ("RIDBC") has collected or wishes to collect certain personal information (as defined in the Act) about you. If you were not aware (until now) that we had collected personal information about you, we have done so in order to provide our services to you or to invite you to assist us with our charitable activity.

2. RIDBC identity and contact

Personal information identifying you has been or will be collected about you by the Royal Institute for Deaf and Blind Children (ABN 53 443 272 865), a body corporate pursuant to the *Royal Institute for Deaf and Blind Children Act 1998 (NSW)*.

You can contact our **Privacy Officer** by the following means:

Phone: (02) 9872 0884

Fax: (02) 9873 3122

Email: privacy@ridbc.org.au

Postal Address: The Privacy Officer, Royal Institute for Deaf and Blind Children,
Private Bag 29, PARRAMATA NSW 2124

3. Our privacy policy

Our privacy policy can be found on our website at www.ridbc.org.au

Alternatively, if you require a hard copy of our policy, please contact us by one of the aforementioned means and we will send it to you.

RIDBC's privacy policy contains further information about our collection, use and management of personal information, including:

- how an individual can complain about a breach of the APPs, and how we will deal with such a complaint; and
- how you may gain access to the personal information RIDBC holds about you and how you can seek correction of such information.

4. Disclosure of personal information generally

The usual disclosure of personal information depends on the nature of our relationship with the individual concerned – and the transactions we are likely to have with that individual. For more specific information about disclosure to various categories of individual – see below.

As a general matter, however, please note that RIDBC from time to time uses the services of temporary and external staff. They are generally employees of a recruitment firm, not of RIDBC. To that extent they are external contractors who may have access to the personal information we have collected.

In addition, RIDBC may use external contractors to assist it from time to time with our operations, such as:

- cleaning;
- experts in information technology, to set up, host and maintain our computer system, including our student/family database;
- to archive and store our records; and
- fund-raising, including direct mail and (where permissible) electronic communications.

These service providers may have access to personal information from time to time.

5. Overseas disclosure

In most cases it is unlikely that we will disclose personal information collected about an individual to an overseas recipient.

We do, however, operate several services internationally, such as in Samoa, Fiji, Dubai, India, Singapore and Timor. If you are an individual enrolled in a programme in one of those places it is likely that personal information we hold here, in Australia, will be sent back to that place or, in some cases, to other overseas places (which it is impracticable to specify here) where we judge it to be in the interests of the individual.

6. Other matters

The purposes and circumstances of our collection of personal information vary from case to case, depending on the nature of our transactions with the relevant individual. The following summary is organised according to the various categories of individual about whom we collect personal information. If you do not "fit" within the various categories mentioned below, please refer to the section headed "Others".

6.1 Children and adults enrolled in our schools, facilities and programmes

(a) Purposes of collecting personal information

We collect personal information about the children and adults in our care so that we can provide the wide variety of services for which they are enrolled in our schools and the various other programmes in which they may participate. We use the information from time to time to advise children/adults of other services that may be of interest or assistance to them in managing their disabilities.

We also may use the information we collect it in the collation of statistics that will help us provide our services and add to the body of knowledge in the field of sensory disability and care of the children and adults to whom we provide services. If we do use personal information for this purpose we will de-identify it so that readers of the relevant study will not be able to determine the identity of the individuals whose information was used.

(b) Laws that require us to collect information

RIDBC is subject to an array of laws and agreements that require RIDBC to collect information about the children (and their families) and adults to whom we provide services, including:

- *Children (Care and Protection Act), 1988 (NSW);*
 - *The licences issued to RIDBC to operate its schools and facilities;*
 - *Agreements with state and federal agencies to provide funding for our services and activities*
- (c) *Main consequences for the individual if the personal information we seek to collect is not provided to us*

We collect the information we consider to be necessary and desirable to provide our services and to make our schools, facilities and programmes as beneficial to our clients as possible. If some or all of the information we ask you to provide is not provided to us we may be unable to provide our services to you at all or, we may be able to do so, but in a diminished way.

(d) *Disclosure of your personal information by RIDBC*

We may need to disclose your personal information to:

- parents, guardian or other person responsible for you;
- members of your family;
- health care professionals;
- child care protection authorities where we consider a child to be at risk; and
- State and Commonwealth agencies that provide funding to support our programmes and activities.

In the case of the children enrolled at our facilities, some personal information is kept on display at the facilities themselves. That personal information may include health, medicinal and developmental information, names and addresses and contact details of parents, guardians and other responsible persons for emergencies. Other persons enrolled at or visiting the facility may be privy to such information.

Children enrolled in our RIDBC Teleschool may be seen by other families as the virtual classroom and other programmes are transmitted to participants simultaneously.

6.2 Family members and responsible others

(a) *Purposes of collecting personal information*

We collect personal information of family members and “responsible others” in order to:

- provide our services in a family friendly and sensitive way;
- contact you to inform you of the progress of your child;
- manage our commercial relationship with you;
- send you information about other services and facilities that may be of interest to you; and
- respond appropriately to emergencies.

(b) *Laws that require us to collect information*

See section 6.1(b).

(c) *Main consequences for the individual if the personal information we seek to collect is not provided to us*

If some or all of the information we ask you to provide about family members or responsible others is not provided to us we may be unable to provide our services to you (or your child) at all or, we may be able to do so, but in a diminished way.

(d) *Disclosure of your personal information by RIDBC*

See sections 4, 5 and 6.1(d).

6.3 Tertiary and continuing professional education (Renwick Centre)

(a) *Purposes of collecting personal information*

We will collect personal information that enables us to provide the relevant educational services and to communicate with the student or professional as the case may be, to assess student performance on an ongoing basis and to enable us to adjust the service we provide to you.

(b) *Laws that require us to collect information*

There are no laws that require us to collect personal information about students and professionals undertaking further study at the Renwick Centre.

(c) *Main consequences for the individual if the personal information we seek to collect is not provided to us*

We collect the information we consider to be necessary and desirable to provide our tertiary and further education services. If some or all of the information we ask you to provide is not provided to us we may be unable to provide our services to you at all or, we may be able to do so, but in a diminished way.

(d) *Disclosure of your personal information by RIDBC*

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.

6.4 Suppliers and other business contacts

(a) *Purposes of collecting personal information*

We collect personal information for the purpose of communicating and managing our commercial relationship with suppliers and contractors.

(b) *Laws that require us to collect information*

There are no laws that require us to collect personal information about suppliers and contractors.

(c) *Main consequences for the individual if the personal information we seek to collect is not provided to us*

If some or all of the information we ask you, as a supplier/contractor to provide is not provided to us we may be unable or unwilling to transact business with you.

(d) Disclosure of your personal information by RIDBC

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.

6.5 Donors, supporters, lottery ticket buyers

(a) Purposes of collecting personal information

We collect personal information for the purpose of communicating and managing our relationship with you and so that we can maintain contact. We also let our donors and supporters know of the work we are doing so that you can see the outcomes of your support and so that, if you wish to do so, you can continue to do so.

(b) Laws that require us to collect information

There are no laws that require us to collect personal information about donors and supporters.

(c) Main consequences for the individual if the personal information we seek to collect is not provided to us

If you do not wish to identify yourself but wish to make a donation or otherwise support us you have the option of remaining anonymous. We will need some information (address, etc) if we are to issue you with a receipt for your support.

(d) Disclosure of your personal information by RIDBC

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.

6.6 Recruits for employment

(a) Purposes of collecting personal information

We collect personal information from you for the purpose of communicating with you about your application for employment, to help us assess the merits of your application and so that we can maintain contact if we do not engage you now.

(b) Laws that require us to collect information

The *Child Protection (Working with children) Act 2012 (NSW)* require us to collect and disclose to authorities certain personal information if you are to be considered for a job that entails working with children.

(c) Main consequences for the individual if the personal information we seek to collect is not provided to us

If you do not provide the information we seek we will not consider you for the employment for which you have applied.

(d) Disclosure of your personal information by RIDBC

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.

6.7 Volunteers

(a) Purposes of collecting personal information

We collect personal information from you for the purpose of communicating with you about your volunteer work with us and so that we can maintain contact if we need your assistance in the future.

(b) Laws that require us to collect information

The *Child Protection (Working with children) Act 2012 (NSW)* require us to collect and disclose to authorities certain personal information if you are to be considered for a volunteer job that entails working with children.

(c) Main consequences for the individual if the personal information we seek to collect is not provided to us

If you do not provide the information we seek we may not be able to involve you in RIDBC activities.

(d) Disclosure of your personal information by RIDBC

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.

6.8 Others

(a) Purposes of collecting personal information

We collect personal information from you for the purpose of communicating with you about your transaction or involvement with us and so that we can maintain contact if we wish to let you know about our services or needs – or if we wish to communicate with you in the future.

(b) Laws that require us to collect information

There are no laws requiring us to collect personal information other than as noted above.

(c) Main consequences for the individual if the personal information we seek to collect is not provided to us

If you do not provide the information we seek we may not be able to transact with you or involve you in RIDBC activities.

(d) Disclosure of your personal information by RIDBC

We will not normally disclose your personal information to any third party other than as noted above at section 4 of this notice.