

Privacy Policy

Date Approved:	20/06/2023
Scheduled Review Date:	30/06/2026
Policy Owner:	Principal

1. Context & Purpose

Pursuant to Commonwealth privacy laws, the College is required to have a privacy policy which is available to all people associated with the College for whom information is maintained. Privacy laws regulate how the College can collect, use, hold and disclose personal information.

This policy explains how the College collects, uses, discloses and otherwise handles personal information relating to individuals, including students, parents/guardians, staff or volunteers. It also explains how you can ask to access and correct the personal information we hold about you or complain about any suspected privacy breach.

2. Application

This policy applies to all employees, students, staff, Board members, volunteers, contractors, visitors, and other people who are associated, or come in contact, with the College.

3. Statement of Policy

The College is committed to protecting the privacy of the personal information it collects and receives, and to comply with the Australian Privacy Principles in the *Privacy Act 1988* (Cth).

4. What is Personal Information?

Personal Information is information that allows someone to identify the individual that the information is about. It can range from very detailed information such as medical records to other less obvious types of identifying information such as an email address. Personal information collected about students, parents/guardians, staff members, volunteers, job applicants and contractors includes, but is not limited to name, address, date of birth, next of kin details, previous school, medical information, financial information, photographic images, attendance records, or employment history.

Sensitive Information is a type of personal information that is given extra protection and must be treated with additional care. Some examples that are relevant to the operations of the College include health information, racial or ethnic origin and religious beliefs or affiliations.

Health information is a subset of sensitive information. It includes personal information collected while providing a health service. Health information (particularly in relation to student and parent/guardian records) includes medical records, disabilities, immunisation details, individual health care plans, counselling reports, nutrition, allergy conditions, and dietary requirements.

5. Collection of Personal Information

What Information do We Collect?

We will only collect personal information, including sensitive information, that is necessary for us to provide schooling and educational services. This includes satisfying the needs of parents/guardians and the needs of the student throughout the whole period they are enrolled with the College.

The type of personal information and sensitive information we collect, and hold, includes information about:

- students and parents/guardians before, during and after the course of the student's enrolment at the College; and
- job applicants, staff members, volunteers, and contractors.

The type of personal information that the College collects and holds depends on the circumstances of collection. For students and parents/guardians, the College collects information such as name, age, contact details, academic record or work background, and this may include sensitive information (such as information about a student's health or racial or ethnic origin). For staff and volunteers the information may relate to education, employment history, banking, taxation, as well as assessment and background verification.

The College may also:

- collect information about students on behalf of other education providers who have been engaged to provide an education service, such as vocational training
- survey stakeholders to obtain information about the services provided by the College. These surveys are voluntary, and respondents may exercise their right to provide feedback with anonymity.

How we Collect Information

The information collected by the College about students and parents/guardians may be collected before, during or after the student is enrolled at the College. This information may be collected in several ways including:

- directly from students and parents by telephone, in enrolment, excursion or medical forms or in person
- from other parties (such as medical practitioners, employees, government entities, related companies, other schools or your representatives)
- from publicly available sources

It is usual practice for us to collect personal information directly from the individual. In many circumstances the student's parents/guardians will be required to have input (most commonly this is for students under the age of 18 years). The College will treat consent given by parents/guardians as consent given on behalf of the student, and notice given to parents/guardians will act as notice given to the student.

Sensitive information will only be collected with the individual's consent and where the collection is reasonably necessary for one or more of the College's functions or activities.

It is parents/guardians' responsibility to advise us of any changes to their or their child's personal details to ensure we can keep our records accurate and up to date. At different times we will provide reminders about ensuring personal information is up to date. If you choose not to provide us with the requested information, we may not be able to process your request.

6. Use and Disclosure of Personal Information

The College will collect, hold, use and disclose personal information about an individual that is reasonably necessary for one or more of its functions or activities.

Our functions or activities include the use or disclosure of personal information to:

- provide educational services to students – this may include enrolment with an external registered training organisation to enable students to obtain vocational qualifications
- look after students' educational, social, emotional, and medical needs
- satisfy the College's legal obligations and allowing the College to discharge its duty of care
- collect payments and to administer accounts
- report to government agencies, regulators, law enforcement bodies and courts
- engage specialist visiting teachers, coaches and volunteers

- protect the security of our offices, staff, students, visitors, and the property held on our premises
- recruit staff and contractors to assess and (if successful) to engage the applicant or contractor, as the case may be
- maintain and update our business infrastructure and ICT systems
- obtain legal, accounting, financial, insurance or other professional services
- engage and use the services of financial institutions and external payment systems operators
- to instruct people providing services to the College such as events organisers, publishers, designers, mailing houses, printers, freight and courier services;
- market the College, including direct marketing, campaigns, and events
- report to College Board members

We may also collect, hold, use and disclose personal information for other purposes, explained at the time of collection, which are required or authorised by or under law or for which permission has been provided.

In relation to students, the College's primary purpose of collection is to provide educational services and related support services including health and wellbeing support. This means that the College staff working with a particular student will be provided with necessary personal information, including sensitive information, for the purpose of providing education and related support services.

In relation to the personal information of staff, the College's primary purpose of collection is to facilitate employment and administer the staff member's benefits and other entitlements.

7. Quality of Personal Information

The College takes reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date. However, the accuracy of that information depends to a large extent on the information you provide. We therefore request that you:

- let us know if there are any errors in your personal information; and
- keep us up to date with changes to your information.

8. Security of Personal Information

We take reasonable steps to protect your personal information we hold from misuse, loss, unauthorised access, modification or disclosure. We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

The College is not responsible for the privacy or security of third-party websites that you access via links on our website.

9. Access to Personal Information and Complaints

You can access your personal information that we hold, with some exceptions as allowed by law. This includes access to a students results and reports held by the College.

Occasions in which access will be denied include those where the release would have an unreasonable impact on the privacy of others or where release may result in a breach of our duty of care to the student. To obtain a copy of your personal information, you may write or email us, requesting the information.

If you have any questions about this policy, any concerns or a complaint regarding the treatment of your privacy or a possible breach of privacy, you may contact the administration office at the College.

While we encourage students, parents/guardian and staff to raise concerns with us directly, privacy complaints can be made to the Office of the Australian Information Commissioner.

10. Communication

The policy is available to students, parents/carers and staff of the College via the College's website and student management system.

11. Policy History

Version	Policy Owner	Approval Date	Summary of Changes
1	Principal	20/6/23	First Adopted