

**Purpose**

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. It also serves as a guide to the College's staff as to the standards to be applied in respect of handling personal information and ensures consistency in the College's approach to Privacy.

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and will collect, use and retain personal information in accordance with those Principles.

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

**Scope**

Within the College, this policy applies to all management, employees, Board members, consultants, members, volunteers, contractors and visitors entering the workplace, and all events and activities conducted by the College of those attended as representatives of the College, whether on or off site.

**Responsibilities****Obligations of the College**

The College has a legal obligation to ensure the collection, use and retention of personal information satisfies the requirements of the Acts.

**Obligations of Employees and Others**

Staff, Board members, consultants and contractors must ensure they are aware of relevant matters on collection of personal information.

**Background and Relevant Legislation****The Privacy Act 1988**

In this policy, the Privacy Act, 1988 and the Privacy amendment [Enhancing Privacy Protection] Act 2012 are referred to as the 'Privacy Act'. The Privacy Act regulates the collection, storage, use and disclosure of different types of personal information by:

- Commonwealth and Australian Capital Territory government agencies; and
- Private sector organisation with turnover of over \$3 million.

The Privacy Act applies to an organization, including:

- an individual
- a body corporate
- a partnership
- any other unincorporated association
- a trust

**Definitions**

A key component of the legislation is the mandatory requirement for the organisation to comply with the 13 Australian Privacy Principles [APP]. The APP set minimum standards, which relate to the collection, security, storage, use, correction and disclosure of personal information and access to that information.

**Types of information covered**

The Privacy Act covers the following types of information:

- personal information
- sensitive information
- health information

**Personal Information**

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 in a material form or not. It includes all personal information regardless of its source that identifies an individual or allows an individual to be identified.

Personal information does not include information that has been de-identified so that the individual is no longer identifiable either from the information or from the information when combined with other information reasonably available to the College.

**Sensitive Information**

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

**Health information**

Health information is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services, and a health service provided, currently or in the future, to an individual that is also personal information. Health information also includes personal information collected in the course of providing a health service.

**Procedures****Collection of Personal Information**

The type of information the College collects and holds includes [but is not limited to] personal information, including sensitive information about:

- Students and parents and/or caregivers [**'Parents'**] before, during and after the course of a student's enrolment at the College;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the College.

**Personal Information Parents and Students Provide:**

The College will generally collect personal information held about an individual by way of forms completed by parents/caregivers or students, face-to-face meetings and interviews, correspondence [including emails] and telephone conversations. On occasions, people other than parents and students provide personal information [e.g. a report provided by a medical professional or a referee from another College].

**Personal Information Provided by Third Parties:**

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report by a medical professional or a reference from another College.

**Exceptions:**

The Australian Privacy Principles do not apply to employee records, and this Privacy Policy does not apply, in relation to the College's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the organisation and the employee.

**Use of Personal Information You Provide**

The College will use personal information collected from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

**Students**

In relation to personal information of students, the College's primary purpose of collection is to enable the College to provide schooling and educational services to that child. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students and parents include:

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines [including all digital forms of the aforementioned].
- Day to day administration; looking after a student's educational, social and medical wellbeing.
- Seeking donations and marketing for the College.
- To satisfy the College's legal obligations and allow the College to discharge its duty of care.

**In some cases where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.**

**Job Applicants, Staff Members, Consultants and Contractors**

In relation to personal information of job applicants, staff members, consultants and contractors, the College's primary purpose of collection is to assess and [if successful] to engage the applicant, staff member, consultant or contractors as the case may be.

The purposes for which the College uses personal information of job applicants, staff members, consultants and contractors include:

- In administering the individual's employment or contract, as the case may be
- For insurance purposes
- Seeking funds and marketing

**Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as the Investigator College Old Scholars' Association [ICOSA], to enable the College and the volunteers to work together.

**Marketing and Fundraising**

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising.

Parents, staff, contractors and other members of the wider College community may, from time to time, receive fundraising information. College publications, like newsletters and magazines, which include personal information may be used for marketing purposes.

**Disclosure of Personal Information**

The College may disclose personal information, including sensitive information, held about an individual to:

- Another school or college
- Government departments
- Medical practitioners
- People providing services to the College, including specialist visiting teachers
- Recipients of e-publications like newsletters and magazines
- Parents
- Anyone you authorise the College to disclose information to.

**Sending Information Overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, when storing information with 'cloud' service providers that are situated outside Australia. The College 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 Australian Privacy Principles

**Treating Sensitive Information**

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 for a purpose which is allowed or required by law.

**Management and Security of Personal Information**

The College's staff are required to respect the confidentiality of personal information and the privacy of individuals. The College has steps in place to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

**Rights of Access and Correction of Personal Information**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information that the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

To make a request to access or update any personal information the College holds about you; please contact the Principal in writing. The College may require you to verify your identity and specify what information you require. The College 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 College will advise the likely cost in advance.

There may be occasions when access is denied. Such occasions would include where 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 College's duty of care to an individual. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

**Enquiries and Complaints**

If you would like further information about the way, the College manages the personal information held, or wish to complain that you believe the College has breached the Australian Privacy Principles, please contact the College Principal/CEO. The Principal/CEO will investigate any complaint and will notify you of a decision in relation to your complaint as soon as practicable after it has been made.