

<b>PRIVACY POLICY</b>	Version No:	2
	Creation Date:	12/09/2016 – (other policies superseded)
	Reviewed by:	Board/Principal
	Last Review:	26 June 2018
	Review Date:	Bi-annually (annually), as appropriate, 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 environment.
	Authorised by:	Board/Principal
	Date of Authorisation:	26 June 2018
<b>Purpose:</b>	Caloundra Christian College (CCC) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the College and describes how the College uses and manages personal information provided to or collected by it.	
<b>Scope:</b>	This policy applies to Board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the College site; and describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
<b>References:</b>	<ul style="list-style-type: none"> <li>▪ Work Health and Safety Act 2011 (Qld)</li> <li>▪ Australian Privacy Principles</li> <li>▪ Privacy Act 1988 (Cth)</li> <li>▪ Child Protection Policy</li> <li>▪ Caloundra Christian College Enterprise Agreement</li> <li>▪ CCC Work Health and Safety Policy</li> <li>▪ CCC Anti-Discrimination Policy</li> <li>▪ CCC Workplace Bullying Policy</li> <li>▪ CCC Sexual Harassment Policy</li> <li>▪ CCC Disability Policy</li> </ul>	

#### **Exception in relation to employee records:**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

## **Policy**

This Privacy Policy sets out how the College manages personal information provided to or collected by it.

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

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

## **What kinds of personal information does the College collect and how does the College collect it?**

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

- students and parents and/or guardians ('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 you provide:**

The College will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students provide personal information.

### **Personal Information provided by other people:**

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

### **How will the College use the personal information you provide?**

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

### **Students and Parents**

In relation to personal information of students and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of the College 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;
- day-to-day administration of the College;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the College; and
- 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 provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

### **Job applicants, Staff Members and Contractors**

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

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

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, 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 provide a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College's Foundation or alumni organisation or, on occasions, external fundraising organisations.

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.

### **Who might the College disclose Personal Information to?**

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

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- recipients of College publications, such as newsletters and magazines;
- Parents and anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

## **Sending Information Overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a College exchange.

However, 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); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

## **Sensitive Information**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

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 the use or disclosure of the sensitive information is allowed by law.

## **Management and security of personal information**

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

## **Access and Correction of Personal Information**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the College holds about you or your child, please contact the College 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. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

## **Consent and Rights of Access to the Personal Information of Students**

The College respects every Parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The College will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will 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 the student.

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 it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles please contact the College Principal. The College will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

### **AUTHORISATION:**

Board Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX 1

### Standard Collection Notice

1. The College collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection\* laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.\*\*
8. The College's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, newspapers, and on our website and Facebook. Photographs of student activities such as sporting events, College camps and College excursions may be taken for publication in College newsletters and magazines, and on our website and Facebook. The College will obtain separate permissions from the students' parent or carers prior to publication.
12. We may include students' and students' parents' contact details in a class list and College directory. †
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information

to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.

\* As appropriate

\*\* If applicable

† Colleges may wish to seek specific consent to publish contact details in class lists and College directories

## APPENDIX 2

### Alumni Association Collection Notice

1. The CCC Alumni/CCC may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of CCC and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the CCC Alumni.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by CCC to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. The CCC Alumni /CCC may publish details about you on Facebook or in our Magazines and News and Views and the College's website. If you do not agree to this you must advise us now.
5. The College's Privacy Policy contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles.
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.\*
7. If you provide personal information to us about other people, we encourage you to inform them of the above matters.

\* If applicable



## APPENDIX 3

### Employment Collection Notice

1. In applying for this position you will be providing CCC with personal information. We can be contacted  
Address: 7 Gregson Place, Caloundra Qld 4551  
Email: [general@calcc.qld.edu.au](mailto:general@calcc.qld.edu.au)  
Phone: 07 5436 6777.
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles, or how you may seek access to personal information collected about you; however, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent.
5. We are required to conduct a criminal record check collect information regarding whether you are, or have been, the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. \* We may also collect personal information about you in accordance with these laws.\*
6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

\* If applicable

## APPENDIX 4

### Contractor/Volunteer Collection Notice

1. In applying to provide services to the College, you will be providing CCC with personal information. We can be contacted at:  
Address: 7 Gregson Place, Caloundra Qld 4551  
Email: [general@calcc.qld.edu.au](mailto:general@calcc.qld.edu.au)  
Phone: 07 5436 6777.
2. If you provide us with personal information, for example your name and address or information contained on your contract, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for up to five years.
4. The College's Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check collect information regarding whether you are, or have been, the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. \* We may also collect personal information about you in accordance with these laws.\*
7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.\*
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

\* If applicable

## **POLICY CHANGES**

<b>DATE:</b>	<b>POLICY CHANGES</b>
29/12/2005	SUPERCEDED
11/02/2011	SUPERCEDED
12/09/2016	New Policy
26/06/2018	Combined dot points 6 and 7 under Who might disclose personal information to.