



Privacy

This policy outlines how Waverley Christian College uses and manages personal information provided to, or collected by it. The College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988* and the Victorian *Health Records Act 2001* and has been updated to include the legislative amendments. This Privacy Policy will be regularly reviewed and updated to take into account new laws and technology, changes to the College's operations and practices, and to ensure the policy is appropriate for the changing College environment.

COLLECTION OF INFORMATION

The type of information that Waverley Christian College collects and holds includes (but not limited to) personal information, and possibly sensitive information, about:

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

Exception in relation to employee records: Under the Privacy Act and Health Records Act, the Australian Privacy Principles [and Health Privacy Principles] do not apply to an employee record. 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.

USE OF PERSONAL INFORMATION

The College will use personal information it collects for the primary purpose of collection, and for such other secondary 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 purpose for which the College uses personal information of students and parents include, but not limited to:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines, reports
- day-to-day administration
- looking after student's educational, social and medical well-being
- 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 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:

- administering the individual's employment or contract
- for insurance purposes
- seeking donations and marketing for the College

- to satisfy the College's legal obligations, in relation to child protection legislation and registration with the Victorian Institute of Teachers (VIT)
- contact information for general communication.

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. 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:

- member of staff, as required
- another college, as required
- Government departments
- medical practitioners and other professional health workers
- people providing services to the College, including specialist visiting teacher, sports coaches, etc
- recipients of College publications, such as newsletters and magazines
- anyone to whom an authorisation is given to disclose information
- anyone to whom we are required to disclose 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.

HOW DOES THE COLLEGE TREAT 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.

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 General Office 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. 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 circumstances so warranted.

CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act [and the Health Records 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 by contacting the General Office in writing.

PHOTOGRAPHS

The College will, as part of its activities, take photographs of College activities, staff, students and other personnel for various usages such as newsletters, magazines, website, prospectus and other public relations material, for both internal and external promotion of the College. Parents are requested to sign for consent of this on their "Application for Enrolment" form with reference to the College Handbook.

USE OF STUDENT WORK, PHOTOS AND NAMES

The work that is produced whilst a student at Waverley Christian College may be utilised by the College at its discretion for College publications. Photographs of College activities involving a student may be used in College publications.

This understanding will be applied according to the following guidelines:

- **Within the College Community:** Student work, photos, full names and year level may be used in publications that are circulated to the College community. The College community is defined as: Staff, students and students' families. Such documents (digital or hard copy) includes but is not limited to: College foyer TV display, College intranet, College calendar, daily bulletins, weekly news sheets, year books, Year 12 valedictory DVD, Year level news sheets, reports.
- **The Public Website :** Student work, photos, first names and year level may be used on the public website. The College will endeavour prior to the publication of student work and details on the public website to inform parents.
- **Media and Advertising Purposes :** Articles about College activities, photos or student work may be submitted to the media for publication with the full name and year level of the student. Publications used for promotional purposes, such as TV and newspaper advertising will not include names. The College will endeavour prior to the publication of student work and details for promotional purposes to inform parents.

MATTERS ARISING TO THE USE OF WEBSITES - INFORMATION COLLECTED

When the College's website is visited, it makes a record of the visit and logs the following information for statistical purposes:

- The Internet Protocol (IP) address of the machine connecting to the College website
- The domain name (e.g. .com, .gov, .au, etc)
- The date and time of the visit to the site
- The pages that were accessed and documents downloaded
- The previous site visited by the user

COURT ORDERS

Staff, parents and students should be aware that the College may receive a subpoena which will require the College to provide documents relating to parents or to students. Such a subpoena may require the College to disclose sensitive information, including formal or informal notes taken by teachers, pastoral care workers or administration staff.

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 Principal / Head of Campus. The College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.