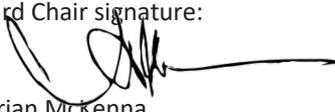




# Privacy Policy

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<b>Approved by Southern Christian College Board:</b>	Board Chair signature:  Adrian McKenna	Date of Authorisation:  March 2022
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<b>Owner:</b>	Southern Christian College	

## **Introduction**

Southern Christian College recognises the essential right of individuals to have their information administered in ways which they would reasonably expect; protected on one hand yet made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies, and also reflected in this Privacy Policy, which is compliant with the Privacy Act 1988 (C'th).

## **Purpose**

This policy sets out how the College uses and manages personal information provided to or collected by it. This Policy assists all College employees in the careful and reasonable handling of personal information to maintain privacy while effectively carrying out the College's functions and activities.

## **Scope**

This policy applies to all College employees. This Policy does not apply to the College's treatment of a workers' employment record, where the treatment is directly related to a current or former employment relationship between the College and worker, as employment records are not covered by the provisions of the Privacy Act 1988.

## **Background**

The College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988* (Privacy Act). The College fulfils its obligations under the Privacy (Private Sector) Act 1988, including the Amendments (Enhancing Privacy Protection) Act 2012, and the Privacy Amendment (Notifiable Data Breaches) Act 2017. In relation to health records, the College is also bound by the Tasmanian Health Privacy Principles which are contained in the Personal Information Protection Act 2004 and the Health Complaints Act 1995 (TAS).

The NCEC & ISCA Privacy Compliancy Manual (2019) forms the background to this policy. Items that are not covered in this policy should be referred to in the NCEC & ISCA document.

Laws governing or relating to the operation of schools require that certain information is to be collected or disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

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.

## Aims

This policy provides College staff, parents, students and the community with a framework and a set of guiding principles and procedures to properly consider and manage personal information.

## Policy

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

The type of information the College collects and stores 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, including:
  - Name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - Parents' education, occupation and language background;
  - Medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - Emergency contact information;
  - Results of assignments, tests and examinations;
  - Conduct and complaint records, or other behaviour notes, and school reports;
  - Information about referrals to government welfare agencies;
  - Counselling reports;
  - Health fund details and Medicare number;
  - Any court orders;
  - Visa and passport information;
  - Volunteering information; and
  - Photos and videos at College events;
  
- **Job applicants, staff members, volunteers and contractors**, including:
  - Name, contact details (including next of kin), date of birth, and religion;
  - Information on job application;
  - Professional development history;
  - Salary and payment information, including superannuation details;
  - Medical information (e.g. details of disability and/or allergies, and medical certificates);
  - Complaint records and investigation reports;
  - Leave details;
  - Next of kin information;
  - Photos and videos at College events;

- Workplace surveillance information;
- Work emails and private emails (when using work email address) and Internet browsing history; and
- Other people who come into contact with the College, including name and contact details and any other information necessary for the particular contact with the College.

### **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. The College may request medical records about students from time to time.

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

Under the Privacy Act and the 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.

### **Personal information provided by parents / students**

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.

### **The purposes for which and how 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 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 to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. 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 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.

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 and contractors**

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

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

- Administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking donations and marketing for the College; and
- Satisfying 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 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 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.

Parents/carers give permission annually for photographs and videos of the student to be placed in the College's records; displayed from time to time around the College; and published in College publications, on its website, on its social media feeds, and in other marketing and promotional material, unless the Principal has been advised or is advised in writing that the parents/carers do not give this permission.

## Who might the College disclose personal information to and store your information with?

The College may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- Other Colleges / Schools and teachers at those Colleges / Schools;
- Government departments (including for policy and funding purposes);
- Medical practitioners;
- People providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
- Providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection and students with additional needs;
- Providers of learning and assessment tools;
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- Agencies and organisations to whom we are required to disclose personal information for education, funding and research purposes;
- People providing administrative and financial services to the College;
- Recipients of College publications, such as newsletters and magazines;
- Students' parents or guardians;
- Anyone you authorise the College to disclose information to; and

- Anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

### **Sending and storing information overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, 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.

The College may use online or 'cloud' service providers to store personal information (and sensitive information) and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft Office365. Office365 provides the Office suite of applications and stores and processes limited personal information for this purpose. College personnel and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Microsoft Office365 and ensuring its proper use.

The College, as part of its Disaster Recovery system, synchronises its data, including personal information, to a Disaster Recovery site with strict conditions that the data remains in Australia. The College has made reasonable efforts to be satisfied about the protection of any personal information that may be collected, stored or processed outside Australia.

### **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.

## **Access and correction of personal information**

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek and 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 to update any personal information the College holds about you or your child, please contact the College Registrar or Business Manager by telephone or 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 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. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons).

## **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.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal or their delegate by telephone or in writing. However, 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 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 warrant this.

### **Online Access**

The College web server maintains a record of all site visits to the Southern Christian College website <https://www.scc.tas.edu.au> and logs information for each visit as follows:

- Visitor server IP address and domain name;
- The time and date the site was visited;
- The page(s) accessed and files downloaded; and
- Visitor browser and operating system information.

In the event of an investigation, a law enforcement or government agency may exercise its legal authority to have access to the College's web browser log.

### **Online Payments**

The College does accept online payments; however, it does not permanently store credit card or bank account details.

### **Enquiries, corrections and complaints**

**Correcting information:** The College will make reasonable efforts to keep personal information accurate, up-to-date and complete. Where advised by a parent that the personal information the College is holding is incorrect or incomplete, the records will be corrected.

### **Complaints**

Where the College holds personal information on an individual and that person (or their parent) has a complaint relating to the privacy of the information, the complaint should be made in writing to the Privacy Officer. If an initial verbal complaint is made to the College, a request may be made to put the complaint in writing to the Privacy Officer so that the

specific issues are clearly understood. In some circumstances, someone making a complaint may wish to maintain anonymity (or pseudonymity). The College will respect this desire in handling the complaint.

The Privacy Officer will handle all complaints of breaches of this privacy policy, regularly reporting to the Principal on the progress and outcome of each complaint.

Enquiries and complaints can be made to:

### **Privacy Officer**

Contact: Mrs Deanne Edwards (Business Manager)  
Telephone: 6229 5744  
Email: [deanne.edwards@scc.tas.edu.au](mailto:deanne.edwards@scc.tas.edu.au)  
Postal Address: 150 Redwood Road, Kingston TAS 7050

The College will acknowledge a complaint as soon as practicable after it has been made. If the College does not respond to a complaint after 30 days, a complaint can be made to the Australian Information Commissioner at <http://www.oaic.gov.au/privacy/privacy-complaints>.

### **Other relevant reference documents**

- Privacy Act 1988 (Cth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) (includes Australian Privacy Principles in Schedule 1)
- SCC Student Enrolment Policy 2022
- SCC Collection of Student & Family Data Guidelines 2022
- SCC Data Breach Response Policy 2022
- SCC Staff Professional Code of Conduct Policy 2022
- Standard Collection Notice (Attachment 1)
- Employment Collection Notice (Attachment 2)
- Contractor/Volunteer Collection Notice (Attachment 3)
- Application for Access to Information (Attachment 4)