### Policy Document Information

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Privacy Policy</th>
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<tr>
<td><strong>Author/Supervisor</strong>&lt;br&gt;Acknowledgement</td>
<td>P. Connolly&lt;br&gt;National Privacy Principles&lt;br&gt;*Victorian Health Records Act&lt;br&gt;*Freedom of Information Act&lt;br&gt;Reviewed by N. Farmer</td>
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<td><strong>Other Policy Relationships</strong></td>
<td>Communication Policy</td>
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<tr>
<td><strong>Relevant Audience</strong></td>
<td>St Andrews Community</td>
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### Key Dates

<table>
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<tr>
<th><strong>Date of issue/last revision</strong></th>
<th>September 2014</th>
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<tbody>
<tr>
<td><strong>Date set for review</strong></td>
<td>2016</td>
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All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

“To educate the next generation so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives so that they will bring a highly skilled and powerfully positive Christian influence in tomorrow’s community.”

Rationale

This policy outlines how St Andrews Christian College uses and manages personal information provided to, or collected by it. The College is bound by the National Privacy Principles included in the Commonwealth Privacy Act and the Victorian Health Records Act. 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 St Andrews Christian College collects and holds includes personal information, and possibly sensitive information (with consent of the individual), 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

The College will generally collect personal information (often including health and other sensitive information) held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, telephone calls and other communications.

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. If information is provided to us by other people, we encourage the involved party to be informed.

If the school receives personal information that it has not solicited, then, as soon as is practical, the school will destroy the information to ensure it is de-identified.

Use of Personal Information

The College will use personal information it collects for the primary purpose of education and the duty of care of its students, and for other related purposes. These will include, but not be 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.
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. The purposes for which the College uses this information include:

- administering the individual’s employment or contract
- for insurance purposes
- seeking funds 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 associated activities, to enable the college and volunteers to work together.

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 asked to sign for consent of this on the Enrolment Information and Agreement Form. If anyone is opposed to having their own or their child’s image used they should advise the College in writing as soon as possible. If an objection to the use of images is not received by the College, the College will assume consent to the uses outlined in the Enrolment Information and Agreement Form.

Marketing and fundraising
Marketing and seeking donations for the future growth and development of the College is seen as an important part of ensuring that it continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the College’s fundraising, for example, the PFA or alumni [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. Individuals do have the right to opt out of receiving direct marketing communications. To do so, they should make a request in writing to the principal.
Disclosure of Personal Information

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

- another college, as required
- Government departments
- medical practitioners
- people providing services to the College, including specialist visiting teacher, sports coaches, etc
- recipients of College publications, such as newsletters, magazines
- organisations to whom an authorisation is given to disclose information.

Sending Information Overseas

The School 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 school exchange. However, the School 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

Sensitive information refers to a person’s racial or ethnic origin, political opinions, sexual preference, religion, trade union or other professional or trade association membership, criminal record and health information.

Unless the involved party agrees otherwise, or it is allowed or required by law, sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose.

Management and Security of Personal Information

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods, including locked filing cabinets and secure passworded access to computerised/digital records.

The National Privacy Principles require the College to store personal information no longer than necessary. While it is kept, it is to be securely archived.

The College will not use government-related identifiers as its own identifiers for any individual.
Updating Personal Information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held at the College by contacting the PA to the Principal or the Registrar.

The College will take reasonable steps to correct any personal information that is inaccurate, out of date, incomplete, irrelevant or misleading. If the College has disclosed any information to another organisation, it will take reasonable steps to notify that organisation of any corrections where the individual has requested the College to do so.

The Right to Access 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. To make a request to access any information the College holds, please write to the Principal.

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.

Matters Relating to Use of Web Sites—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
- The type of browser in use and its operating system

Access to Information Collected

The Office of the Federal Privacy Commissioner will not make an attempt to identify users or their browsing activities. However, in the event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect St Andrews Christian College’s web server logs.
Use of Information Collected

The College will only record an email address if an email is addressed to the school or used in the appropriate field in a web submission form. The supplied email address will only be used for the purpose for which it was provided. Email addresses will not be added to any mailing lists or used for any other purpose without consent.

Enquiries and Complaints

If you would like further information about the way the College manages personal information or you believe that the College has breached the Australian Privacy Principles, please address your enquiry or complaint in writing to the Principal. The College will investigate any complaint and will notify you of any decision in relation to your complaint as soon as is practicable after it has been received.