

Mernda Hills Christian College

Privacy Policy



Document Control

Revision Number	Review Date	Implementation Date	Description of Changes	Prepared By	Approved By
Gilson College – Mernda					
	Oct 2021	Oct 2021	<ul style="list-style-type: none">General review	Exec Leaders	Gilson College Council
Mernda Hills Christian College					
1	May 2023	Jan 2024	<ul style="list-style-type: none">General reviewUpdated with MO1359 & New Child Safe Standards	Exec Leaders	Exec Leaders

Rationale

Document Type: Welfare

Mernda Hills Christian College (the College) is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. The information used by the College, its staff and students, and the information provided to the College, by parents and others needs to be protected to prevent the misuse of information and the breach of privacy within the College community.

Implementation

General

1. It is the responsibility of the Principal to ensure that this Privacy Policy is updated as required to remain compliant with government regulations.
2. A covering privacy statement is to be included with all data/information collection from parents. This statement would be as follows:

Mernda Hills Christian College adheres to the Australian Privacy Principles in its use and storage of all information. For a copy of the College's Privacy Policy please contact the College.

3. Enrolment information is to include the signature of the enrolling parent(s) indicating that they have read and accept the Privacy statement.
4. When destroying College records that contain personal information they are to be disposed of in a secure manner, e.g. by shredding or through Confidential Wastepaper Destruction Service.
5. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Schools' operations and practices and to make sure it remains appropriate to the changing College environment.

Types of Information

1. The information collected and held at the College includes, but is not limited to, personal and sensitive information about:
 - Students and their parent(s)/guardian(s) before, during and after the course of the student's enrolment at the College.
 - Staff members, volunteers, contractors, and job applicants.
 - Other individuals and organisations dealing with the College.
2. Personal information about an individual will be collected and held at the College by way of forms filled out by parents or students, face-to-face meetings and interviews, telephone calls and emails. On occasions people other than parents and students provide personal information.
3. In some circumstances personal information may be provided about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Use of Information

1. Personal information collected at the College will be used for the primary purpose of education, and for such other secondary purposes that are related to the primary purpose and reasonably expected, or to which the individual has consented.
2. In relation to personal information of students and parents, the primary purpose of collection is to enable schooling to be provided for the student. This includes satisfying both the needs of parents/guardians and the needs of the student throughout the whole period the student is enrolled at the College.
3. The purposes for which personal information of students and parents is used at the College includes:
 - To keep parents informed about matters related to their child's schooling;
 - Day-to-day administration;
 - Looking after students' educational, social, physical, and spiritual well-being;
 - Seeking funding and marketing for the College;
 - To satisfy legal obligations and allow the College to discharge its duty of care;
4. In some cases, where requests for personal information about a student or parent are made, and the information is not obtained, the student may not be enrolled or continue to be enrolled at the College.
5. In relation to personal information of job applicants, staff members and contractors, the primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as applicable.

6. The purpose for which personal information of job applicants, staff members and contractors is used at the College includes:
 - Administering the individual's employment or contract;
 - For insurance purposes;
 - Seeking funds and marketing for the College;
 - To satisfy legal obligations;
7. Personal information is also obtained at the College 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.
8. Marketing and seeking funds for future growth and development is treated as an important part of ensuring that the College continues to be a quality learning environment. Personal information held at the College may be disclosed to an organization that assists in the College's fundraising, for example, My*Mission or the Alumni Association.
9. 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 Information

1. The disclosure of personal information that is held at the College will be carefully considered before being conducted.
2. Personal information, including sensitive information, held about an individual may be disclosed to third parties such as:
 - Another school;
 - Government departments;
 - Medical practitioners;
 - People providing services to the College, including specialist visiting teachers and sport coaches;
 - Recipients of College publications, like newsletters and magazines;
 - Parents;
 - Anyone authorised to receive information;
3. Personal information about an individual that is held at the College will not be disclosed to third parties or outside Australia without:
 - Obtaining the consent of the individual, or in the case of a child, the parent. (in some cases this consent will be implied);
 - Otherwise complying with the Australian Privacy Principles.

Personal and Sensitive Information

1. In reference to this policy 'sensitive information' means; information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences, or criminal record, that is personal information, and health information about an individual.
2. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, or the use or disclosure of the sensitive information **as** is allowed by law.
3. College staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.
4. Health information is vital information for duty of care and parents must disclose any illness affecting their child/children. It is necessary to ensure that all health information records are up to date for the College to take necessary precautions and to be able to respond promptly.
5. Steps have been adopted to protect the personal information that is held at the College from misuse, loss, unauthorized access, modification, or disclosure by use of various methods including locked storage of paper records and protected access to digitised records. These steps should be enacted when necessary.
6. Endeavours are consistently made to ensure that personal information that is held at the College is accurate, complete, and up to date. An individual may seek to update their personal information that is held at the College by contacting the Office at any time.
7. The Australian Privacy Principles require that personal information is stored no longer than necessary.

Access to Information

1. Under amendments to the *Privacy Act* made in 2018, an individual has the right to obtain access to any personal information that is held at the College about them and advise of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but adult or independent students may seek access themselves.
2. To make a request to access any information that is held at the College a request must be made to the College Principal in writing.
3. Verification of an individual's identity may be required when a request is made. A fee may be charged to cover the cost of verification and locating, retrieving, reviewing, and copying any material requested. If the information sought is extensive, the applicant will be advised of the likely cost in advance.
4. Every parent's right to make decisions concerning their child's education is respected at the College.
5. Generally, any requests for consent and notices in relation to the personal information of a student will be referred to the student's parents. Consent given by parents will be treated as consent given on behalf of the student and notice to parents will act as notice given to the student.
6. Parents may seek access to personal information that is held at the College about them or their child by contacting the College Office. However, there may be occasions where 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.
7. The College leadership may, at its discretion, on the request of a student, grant that student access to information that is held at 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 when the maturity of the student and/or the student's personal circumstances so warrant.

Archiving and securing documentation

1. All records must be stored in safe and secure locations to ensure their integrity and accessibility.
2. Permanent records must be stored in conditions that ensure their long-term preservation.
3. Schools may contact Records and Digitisation Services to arrange the transfer of permanent records and historic records to the State Archives if no longer needed.

Related Policies and Processes

- ASV Privacy Policy
- ASV Record Management and Retention Policy
- Consent for the Use of Student's Images - 1 & 2
- Notifiable Data Breaches Policy
- Secure Areas Policy
- Use of Images Policy

Relevant Documentation or Legislation

- Commonwealth Privacy Act (1988).
- Australian Privacy Principles (APPs)