

PRIVACY POLICY

Rationale

Cairns Adventist College recognises that staff, students, parents and the public need to be confident that the information they entrust to the college is safe and secure, as per the Commonwealth Privacy Act (1988).

Aims

The Aims of this policy are to:

- Create a safe and secure environment for the exchange of information;
- Maintain confidence in the security of the College's information collection and retention facilities;
- Protect all individuals and organisations associated with the College from information abuse;
- Minimise damage to the College through information abuse.

Policy Details

This policy involves the following:

Types of Information

1. The information collected and held by 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 who come into contact with the College;
2. The College will collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and students provide personal information;
3. 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.

Use of Information

1. The College will use personal information it gathers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection, or to which the individual has consented;
2. 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 both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College;
3. The purposes for which the College uses personal information of students and parents includes but may not be limited to:
 - Keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
 - Day-to-day administration;

- Looking after students' 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;
4. In some cases, where the College requests personal information about a student or parent, and the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student;
 5. 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;
 6. The purpose for which the College uses personal information of job applicants, staff members and contractors includes:
 - Administering the individual's employment or contract, as the case may be;
 - For insurance purposes;
 - Seeking funds and marketing for the College;
 - To satisfy the College's legal obligations, for example, in relation to child protection legislation;
 7. 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;
 8. 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 be a quality learning environment on which both students and staff thrive. Personal information held by the College may be disclosed to an organization that assists in the College's fundraising;
 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;
 10. All computer records of personal information are to be protected by password accessed only by approved personnel. Hard copy must be stored in a secure file, cabinet or room.

Disclosure of Information

1. The College will carefully consider to whom it discloses personal information;
2. 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 and sport coaches;
 - Recipients of College publications, like newsletters and magazines;
 - Parents;
 - Anyone parents or guardians authorise the College to disclose information to;
3. 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 National Privacy Principles;

Personal and Sensitive Information

1. 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, 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, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law;
3. The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals;
4. The College has adopted steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to digital records;

5. The College endeavours to ensure that personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Receptionist of the College at any time;
6. College 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. This information is not to be disclosed to a third party in any way that can identify the student involved;
7. The National Privacy Principles require the College not to store personal information longer than necessary.

Access to Information

1. Under the Commonwealth Privacy Act (1988), an individual has the right to obtain access to any personal information that the College holds about them and advise the College 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 older students may seek access themselves;
2. To make a request to access any information the College holds about a parent or student, the College Principal must be contacted in writing;
3. 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;
4. The College respects every parent's rights to make decisions concerning their child's education;
5. 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;
6. Parents may seek access to personal information held by the College about them or their child by contacting the College Principal. 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.

Guidelines:

1. The address and phone number of the College should be clearly displayed on all communication with parents;
2. The privacy statement should be included with all data/information collection from parents. This includes the College Prospectus and enrolment information;
3. Information that is collected must be up to date. The enrolment information should include the signature of the enrolling parent indicating that they have read the privacy statement and accept that the information requested is legitimate. In the case of unpaid College fees, they must accept that information may be passed on to a debt collector to facilitate debt collection, noting that fees for this service will be passed on to them, the debtor;
4. Both parents, if applicable, must sign the fee statement on the Enrolment Form with their full names and that these are included on the Register. Where information is passed on to a third party e.g. Debt Collector, a note to this effect must be listed on the file of the individual concerned;
5. When destroying College records that contain personal information which are outside the period of retention as outlined by SPD (South Pacific Division) Policy, they are to be disposed of in a secure manner, e.g. shredding or Confidential Waste Paper Destruction Service;