



PURPOSE

This policy outlines the College's management of personal and sensitive information provided to or collected by it.

The College is bound by the National/Australian Privacy Principles contained in Schedule 1 of the *Privacy Act 1988* (Cth).

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 to make sure it remains appropriate to the changing school environment. The most recent version of the College's Privacy Policy will always be available on the College website.

POLICY

Associated Legislation

Privacy Act 1988 (Cth)

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

What Kind of Information Does the College Collect?

Personal Information

The type of personal information the College collects and holds includes (but is not limited to):

- Contact details;
- personal interests, hobbies, current activities, academic profile;
- Employment history;
- Educational qualifications;

about students and their parents/guardians (before, during and after a student's enrolment at the College), job applicants, staff members, volunteers, contractors and other people who come into contact with the College.

Sensitive information

The College may also collect sensitive information (as defined in the Privacy Act 1988) (such as medical information) about a student, parent/guardian, job applicant, staff member, volunteer or contractor.

How does the College Collect Information?

Personal information provided by students and parents

The College will generally collect personal information held about an individual by way of forms filled out by individuals (or in the case of students, from the student's parents/guardians), face-to-face meetings and interviews, and telephone calls.

Where a student is 16 years of age or older, the College will generally seek to obtain information directly from that student. All other privacy standards will apply to this information.

Personal information provided by other people

In some circumstances, the College may be provided with (or request) personal and/or sensitive information about an individual from a third party (for example, a report provided by a medical professional or a reference from another school). If the College could have reasonably solicited that information from the individual using its standard information collection methods, the College will manage that information as if it had obtained that information directly from the individual and will not seek the consent of the individual.



If the College did not request that information and could not otherwise have solicited it, the College will seek the consent of the individual to continue to hold it. If the individual does not give their consent, the information will be destroyed.

Exception in relation to employee records

The Australian Privacy Principles do not apply to employee records. Records that are directly related to the employment of College employees are exempt from the operation of this Privacy Policy.

Management and Security of Personal Information

Storage of Information

Personal and sensitive information in the College's possession will be stored:

- Electronically in the College's internal servers;
- In hard copy on the College campus; and/or
- By a third party data storage provider.

Information held about an individual may be combined or linked with other information held about that individual.

Security of information

The College has methods in place to protect the personal and sensitive information the College holds from unauthorised use, loss, access, modification or disclosure. These methods include locked storage of paper records and access rights to computerised records limited to certain individuals.

Complaints about breach of the National/Australian Privacy Principles

If you believe that the College has breached its obligations to you under the National/Australian Privacy Principles or a binding registered APP code, please contact:

Mr Ian Lambden
Director of Business and Finance
iln@abpat.qld.edu.au
5594 7947

Complaints should first be made in writing to the College. The College will investigate your complaint. This may require the College to obtain legal advice.

If the College is unable to resolve your complaint, or does not respond to your complaint within a reasonable time (generally 30 days), you may complain to the Office of the Australian Information Commissioner.

Destruction of Information

The College will retain information until it is no longer necessary for the performance of its obligations to the individual. Physical files will be destroyed and electronic files will be permanently deleted from all servers.



Purposes for which the College collects, holds, and uses Personal Information

Information provided by students and parents

The College's primary purpose of collection of information is to enable the College to provide schooling for the student.

The purposes for which the College uses 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;
- addressing students' educational, social and medical wellbeing;
- seeking donations and undertaking marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care to the student.

In some cases where the College requests personal information about a Student or Parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

Information provided by 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 personal information of job applicants, staff members and contractors include:

- assessing an applicant's or potential contractor's suitability for a job;
- administering the individual's employment or contract;
- for insurance purposes;
- seeking funds and undertaking marketing for the College;
- to satisfy 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 be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.



Parties to whom the College may disclose Information

The College may disclose personal and/or sensitive information held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, newsletters and magazines;
- parents;
- anyone you authorise the College to disclose information to; and
- any other party as required by law.

Access and Correction of Personal Information

Access to information

An individual has a legal right to request access to any information which the College holds about them and to request correction of any perceived inaccuracy (subject to the exclusions in the National/Australian Privacy Principles)

To request access to, update or request the correction of a perceived inaccuracy of any information the College holds about you or your child, please contact:

Mr Ian Lambden
Director of Business and Finance
iln@abpat.qld.edu.au
5594 7947

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.

Consent and Rights of Access to the Personal Information of Students by Parents

The College respects every Parent's right to make decisions concerning his/her 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.

The College may at its discretion, on the request of a student, 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 so warranted.

Disclosure of Information to Overseas Recipients

The College does not routinely send personal information about an individual outside Australia. They will not do so without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles.