

Overview

This *Privacy policy* sets out how Portside Christian College (the College) manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth [Privacy Act 1988](#) (the Act). This policy will be reviewed and updated from time to time to ensure it remains appropriate and relevant.

What is personal information?

Personal information is information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not and whether it is recorded in material form or not.

Sensitive information is a type of personal information and includes information or an opinion about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union or other professional/trade association membership, sexual orientation or practices, criminal record and health information.

What kinds of personal information does the College collect?

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

- Students and parents/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, nationality, country of birth and previous school.
 - Religion, church and referring pastor.
 - Parents' education, occupation, language background, religion.
 - Medical information (e.g. Details of disability and/or allergies, absence notes, immunisation records, accident reports, medical certificates, medical reports, names of doctors, nutrition and dietary requirements, psychological reports).
 - 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.
 - Custody details and any court orders.
 - Correspondence with parents.
 - Photos and videos at College events.
- Job applicants, contractors and volunteers, including:
 - Name, contact details (including next of kin), date of birth, residency status, religion, country of birth, nationality.
 - Information on application/agreement form.
 - Professional development history.
 - Teacher registration number.
 - Criminal record checks and working with children checks.
 - Medical information (e.g. Details of disability and/or allergies, medical certificates, compensation claims).
 - Complaint records and investigation reports.
 - Photos and videos at College events.
 - Workplace surveillance information.
 - Work emails and private emails (when using work email address) and internet browsing history.
- 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.

The APPs do not apply to employee records.

How does the College collect personal information?

The College will generally collect personal information held about an individual through forms filled out by the individual (or their parent), face-to-face meetings, emails and telephone calls. The College may also be provided with personal information about an individual from a third party (e.g. a referee, other schools, health professionals).

The College does not collect personal information from parents' credit providers or credit reporting bodies.

How will the College use and disclose the personal information you provide?

The College will use and disclose the personal information it collects from you for the primary purpose of collection, and for secondary purposes that are related to the primary purpose of collection and are reasonably expected by you, or to which you have consented. Sensitive information will be used and disclosed only for the primary 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. The primary purposes for which the College uses and discloses personal information are detailed below.

Students and parents

The College's primary purpose of collecting personal information (including sensitive information) about students and parents 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:

- Looking after students' educational, spiritual, emotional and physical wellbeing.
- Keeping parents informed about matters related to their child's schooling, through correspondence and newsletters.
- Fundraising and marketing for the College.
- Referring unpaid debts to a debt collection agency.
- Contributing to aggregated data to meet the College's reporting, planning, contract and funding responsibilities.
- Satisfying the College's legal obligations.

If the personal information requested by the College about a student or parent is not provided, the College may not be able to commence or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants

The College's primary purpose of collecting personal information (including sensitive information) about job applicants is to assess and (if successful) to engage the applicant.

Contractors

The College's primary purpose of collecting personal information (including sensitive information) about contractors is to engage the contractor to provide services to the College. This includes:

- Administering the individual's contract.
- Providing support to contractors (e.g. in a medical emergency).
- Satisfying the College's legal obligations, for example, in relation to child protection legislation.
- For insurance purposes.

Volunteers

The College's primary purpose of collecting personal information (including sensitive information) about volunteers at the College is to assess the suitability of the applicant and support approved volunteers in their role.

Marketing and fundraising

Personal information held by the College may be disclosed to organisations that assist in the College's fundraising such as an internal fundraising committee or external fundraising provider. The College will not disclose an individual's personal information to third parties for their own marketing purposes without the individual's consent.

Does the College disclose personal information to overseas recipients?

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or missions trip. However, the College will only send personal information about an individual outside Australia in compliance with the Australian Privacy Principles. Usually this will involve obtaining the consent of the individual. For information how personal information may be stored overseas see the section below.

How does the College store and secure personal information?

The College may use online or cloud service providers to store personal 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 the cloud service provider's servers which may be situated outside Australia.

Personal information (physical and digital) is kept in a secure location, with access restricted to the staff who require that access.

How can I access and correct my personal information?

Under the 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.

To make a request to access or to correct any personal information the College holds about you or your child, please contact the Privacy Officer (see contact details at end of policy). The College may need to verify your identity and may need you to complete an application form to specify what you require. The College may charge a fee to cover the cost of verifying your request and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Access may be refused in certain circumstances such as 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. Correction may be refused in certain circumstances, such as where the information is not inaccurate or if it is unreasonable to correct the information. If access or correction is refused you will be provided with written notice explaining the reasons for refusal.

What is the role of parents in providing consent and what access do students have?

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.

The College may, at its discretion, on the request of a student grant a 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 it.

How can I get more information or complain?

If you would like further information about the way the College manages personal information or want to complain because you believe that the College has breached the APPs, please contact the Privacy Officer (see contact details below). The College will investigate any complaint and will respond to you as soon as possible.

What are the Privacy Officer's contact details?

The Privacy Officer can be contacted as follows:

Portside Christian College
1 Causeway Rd
NEW PORT SA 5015
(08) 8341 5133
admin@portside.sa.edu.au
www.portside.sa.edu.au