

## **PRIVACY POLICY**

### **Your privacy is important**

This statement outlines the College's policy on how the Olivet Christian College uses and manages personal information provided to or collected by it.

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act and is compliant with the Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Victorian Health Privacy Principles which are contained in the Health Records Act 2001].

Olivet Christian 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 practices and to make sure it remains appropriate to the changing legal environment.

### **What kind of personal information does the Olivet Christian College collect and how does the College collect it?**

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

- Students and parents and/or guardians (Parents) before, during and after the course of a student's enrolment at the school;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the school.

### **Personal Information you provide:**

Olivet Christian College will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students provide personal information.

### **Personal Information provided by other people:**

In some circumstances a school 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.

### **In relation to employee records:**

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the [organisation]'s treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the [organisation] and employee. However, the [organisation] must provide access and ensure compliance with the Health Privacy Principles under the Victorian Health Records Act 2001.

### **How will the Olivet Christian College use the personal information you provide?**

Olivet Christian College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

In relation to direct marketing, the College will use your personal information for direct marketing where you have provided that information, and you are likely to expect direct marketing: only then you will be sent direct marketing containing an opt out. If we use your personal information obtained from elsewhere we will still send you direct marketing information where you have consented and which will also contain

an opt out. We will always obtain your consent to use sensitive information as the basis for any of our direct marketing.

**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, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:

in administering the individual's employment or contract, as the case may be;  
for insurance purposes;  
seeking funds and marketing for the school; and  
to satisfy Olivet Christian College' legal obligations, for example in relation to child protection legislation.

Where the College receives unsolicited job applications these will usually be dealt with in accordance with the unsolicited personal information requirements of the Privacy Act.

**Volunteers:**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as to enable the College and the volunteers to work together. Marketing and fundraising: Personal information held by Olivet Christian College may be disclosed to an organisation that assists in the school's fundraising.

**Marketing and fundraising:**

**Who might the College disclose personal information to?**

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

- government departments;
- people providing services to the College,
- sports coaches; recipients of school publications, such as newsletters and magazines;
- Parents; and
- anyone you authorise the College to disclose information to.

**Sending information overseas:**

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 the Australian Privacy Principles or other applicable privacy legislation.

**How does the College treat sensitive information?**

In referring to 'sensitive information', the College means:

"information relating to a person's racial ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual".

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.

**Management and security of personal information**

The College staff are required to respect the confidentiality of personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification, interference or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## **PRIVACY POLICY & PROCEDURES 019 page 6/6**

When you use our website, having your cookies enabled will allow us to maintain the continuity of your browsing session and remember your details when you return [relevant?]. We may also use web beacons, Flash local stored objects and JavaScript. If you adjust your browser settings to block, reject or delete these functions, the webpage may not function in an optimal manner. We may also collect information about your IP address, although this may not identify you [relevant?].

### **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 by the College by contacting the Business Manager or the Principal of the Olivet Christian College at any time.

The Australian Privacy Principles and the Health Privacy Principles require the College not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information the College holds about you.

Under the Commonwealth Privacy Act and the Health Records 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. There are some exceptions to this right set out in the applicable legislation. To make a request to access any information the [organisation] holds about you, please contact the Privacy Officer in writing.

The College may require you to verify your identity and specify what information you require. Although no fee will be charged for accessing your personal information or making a correction, the College may charge a fee to retrieve and copy any material. If the information sought is extensive, the Olivet will advise the likely cost in advance.

### **How long will the Olivet Christian College keep my information?**

Under our destruction and de-identification policies, your personal information that is no longer required will be de-identified or destroyed. In many circumstances, however it will be kept for marketing purposes, as you will have consented to that in writing with us.

### **Enquiries and privacy complaints**

If you would like further information about the way the [organisation] manages the personal information it holds, please contact the Business Manager. If you have any concerns, complaints or you think there has been a breach of privacy, then also please contact the Business Manager who will first deal with you usually over the phone. If we then have not dealt satisfactorily with your concerns we will meet with you to discuss further. If you are not satisfied with our response to your complaint within 30 days from this meeting then you can refer your complaint to the Office of the Australian Information Commissioner via:

- email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)
- tel: 1300 363 992
- fax: +61 2 9284 9666