

OLIVET CHRISTIAN COLLEGE

G000 PRIVACY POLICY & PROCEDURES page 1/6

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Drafted by	Mary-Anne Revell	Approved by Board on	21 April 2020
Responsible person	Mary-Anne Revell	Scheduled review date	April 2022

Introduction

The Board of Olivet Christian College is committed to protecting the privacy of personal information which the organisation collects, holds and administers. Personal information is information which directly or indirectly identifies a person.

Purpose

The purpose of this document is to provide a framework for [Name of Organisation] in dealing with privacy considerations.

Policy

Olivet Christian College collects and administers a range of personal information for the purposes of student enrolments. The organisation is committed to protecting the privacy of personal information it collects, holds and administers.

Olivet Christian College recognises the essential right of individuals to have their information administered in ways which they would reasonably expect – protected on one hand, and made accessible to them on the other. These privacy values are reflected in and supported by our core values and philosophies and also reflected in our Privacy Policy, which is compliant with the Privacy Act 1988 (Cth).

Olivet Christian College is bound by laws which impose specific obligations when it comes to handling information. The organisation has adopted the following principles contained as minimum standards in relation to handling personal information.

Olivet Christian College will

- Collect only information which the organisation requires for its primary function;
- Ensure that stakeholders are informed as to why we collect the information and how we administer the information gathered;
- Use and disclose personal information only for our primary functions or a directly related purpose, or for another purpose with the person's consent;
- Store personal information securely, protecting it from unauthorised access; and
- Provide stakeholders with access to their own information, and the right to seek its correction.

Responsibilities

Olivet Christian College's Board is responsible for developing, adopting and reviewing this policy. The Business Manager is responsible for the implementation of this policy, for monitoring changes in Privacy legislation, and for advising on the need to review or revise this policy as and when the need arises.

Processes

Collection

Olivet Christian College will:

- Only collect information that is necessary for the performance and primary function of the College.
- Notify stakeholders about why we collect the information and how it is administered.
- Notify stakeholders that this information is accessible to them.
- Collect personal information from the person themselves wherever possible.
- If collecting personal information from a third party, be able to advise the person whom the information concerns, from whom their personal information has been collected.

- Collect Sensitive information only with the person's consent. (Sensitive information includes health information and information about religious beliefs, race, gender and others).
- Determine, where unsolicited information is received, whether the personal information could have collected it in the usual way, and then if it could have, it will be treated normally. (If it could not have been, it must be destroyed, and the person whose personal information has been destroyed will be notified about the receipt and destruction of their personal information).

Use and Disclosure

Olivet Christian College will:

- Only use or disclose information for the primary purpose for which it was collected or a directly related secondary purpose.
- For other uses, Olivet Christian College will obtain consent from the affected person.
- In relation to a secondary purpose, use or disclose the personal information only where:
 - a secondary purpose is related to the primary purpose and the individual would reasonably have expected us to use it for purposes; or
 - the person has consented; or
 - certain other legal reasons exist, or disclosure is required to prevent serious and imminent threat to life, health or safety.
- In relation to personal information which has been collected from a person, use the personal information for direct marketing, where that person would reasonably expect it to be used for this purpose, and [organisation] has provided an opt out and the opt out has not been taken up.
- In relation to personal information which has been collected other than from the person themselves, only use the personal information for direct marketing if the person whose personal information has been collected has consented (and they have not taken up the opt-out).
- State in Olivet Christian College's privacy policy whether the information is sent overseas and further will ensure that any overseas providers of services are as compliant with privacy as Olivet Christian College is required to be.
- Provide all individuals' access to personal information except where it is a threat to life or health or it is authorized by law to refuse and, if a person is able to establish that the personal information is not accurate, then Olivet must take steps to correct it. Olivet Christian College may allow a person to attach a statement to their information if Olivet disagrees it is inaccurate.
- Where for a legal or other reason we are not required to provide a person with access to the information, consider whether a mutually agreed intermediary would allow sufficient access to meet the needs of both parties.
- Make no charge for making a request for personal information, correcting the information or associating a statement regarding accuracy with the personal information.

Storage Olivet Christian College

- Implement and maintain steps to ensure that personal information is protected from misuse and loss, unauthorized access, interference, unauthorized modification or disclosure.
- Before Olivet Christian College discloses any personal information to an overseas recipient including a provider of IT services such as servers or cloud services, establish that they are privacy compliant. Olivet Christian College will have systems which provide sufficient security.
- Ensure that the College data is up to date, accurate and complete.

Destruction and de-identification

- Destroy personal information once is not required to be kept for the purpose for which it was collected, including from decommissioned laptops and mobile phones.
- Change information to a pseudonym or treat it anonymously if required by the person whose information Olivet holds and will not use any government related identifiers unless they are reasonably necessary for our functions.

Data Quality

Olivet Christian College will:

- Take reasonable steps to ensure the information the College collects is accurate, complete, up to date, and relevant to the functions we perform.

Data Security and Retention

Olivet Christian College will:

- Only destroy records in accordance with the organisation's Records Management Policy.

Openness

Olivet Christian College will:

- Ensure stakeholders are aware of the College Privacy Policy and its purposes.
- Make this information freely available in relevant publications and on the organisation's website.

Access and Correction

Olivet Christian College will:

- Ensure individuals have a right to seek access to information held about them and to correct it if it is inaccurate, incomplete, misleading or not up to date.

Anonymity

Allow people from whom the personal information is being collected to not identify themselves or use a pseudonym unless it is impracticable to deal with them on this basis.

Olivet Christian College can:

- Release information to third parties where it is requested by the person concerned.

Related Documents

- [Confidentiality Policy](#)
- [Employment References Policy](#)

PRIVACY POLICY – FOR EXTERNAL USE/PRIVACY ACT COMPLIANCE

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 computerized records.

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 Olivet Christian College 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
- tel: 1300 363 992
- fax: +61 2 9284 9666