Mid North Christian College
Hope in the Living God

LOCATION
43 Port Davis Road,
Locked Bag 2, Port Pirie
South Australia 5540

CONTACT
Phone 08 8632 4240
accounts@midnorthcc.sa.edu.au
midnorthcc.sa.edu.au
ABN 19 489 959 315

Privacy Policy

Policy

This policy outlines and ensures that Mid North Christian College (the College) collects, stores, uses, accesses, corrects and discloses information about people responsibly and wisely.

Mid North Christian College will comply with the Australian Privacy Principles contained in the *Privacy Act 1988* and the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Amending Act).

The College has adopted the Association of Independent Schools of South Australia (AISSA) Privacy Policy as its base document for its Privacy Policy.

Definitions

Personal information means information or an opinion (including information or opinion on a database), whether true or not true, about an individual and that identifies or reasonably identifies the individual, regardless of its source and whether the information is recorded in a material form or not.

Personal information does not include information that has been de-identified so that the individual is no longer identifiable either from the information or from the information when combined with other information reasonably available to the College.

Sensitive information is information that is given extra protection and must be treated with additional care. It can include information or an opinion about an individual's racial or ethnic origin, political opinions, membership of a professional association, religious beliefs or affiliations, philosophical beliefs, membership of a professional trade association, membership of a trade union, sexual orientation or practices, or criminal record. It can also include health and biometric information.

Health information is a subset of sensitive information and includes any information or opinion about the health or disability of an individual.

Records are defined as a document, electronic or other device (however kept), a photograph or other pictorial representation or anything from which sounds, images or writings can be reproduced. The Privacy Act regulates personal information contained in a 'record'.

Types of Information Collected

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

- Students, parents and/or caregivers before, during and after the course of a student's enrolment at the College
- Job applicants, staff members, volunteers and contractors
- Other people who come into contact with Mid North Christian College.

Personal information you provide

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The College will generally collect personal information about an individual by way of forms (either in written or digital format) filled out by parents or students, face-to-face meetings/interviews, and telephone calls.

Personal information provided by other people
On occasions, people other than parents and students may provide personal information. 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.

Exception 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 College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

Information Usage

How will the College use the personal information you provide?
At the Privacy Officer's discretion, the 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.

Students and parents
In relation to personal information regarding students and parents, the primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of both the parents and student throughout the entire period the student is enrolled at the College.

The purposes for which the College uses personal information about 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
- Payment of fees
- Looking after students' education, social and medical wellbeing
- To satisfy the College's legal obligations and allow the College to discharge its duty of care

In an exceptional situation, 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.

Job applicants, staff members and contractors
In relation to personal information about job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor, as the case may be.

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

- In administrating the individual's employment or contract
- For insurance purposes

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- 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. This enables the College and volunteers to work together.

Information Disclosure

Who might the College disclose personal information to?
The College may disclose personal information, including sensitive information, held about an individual to:

- Another school
- The Association of Independent Schools of South Australia (AISSA)
- Insurers
- Government departments
- Medical Practitioners
- People providing services to the College, including specialist visiting teachers and sports coaches
- Recipients of College publications, like newsletters and magazines
- Anyone the individual authorises the College to disclose information
- Anyone to whom the College is required to disclose information by law

The College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases consent will be implied)
- Please note that some overseas countries may not provide the same level of protection of personal information provided by the Australian Privacy Principles. The College will use its best endeavours to protect the personal information disclosed to overseas recipients but will not be responsible for any breach of privacy by the overseas recipients.

Treatment of Sensitive Information

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 orientation or criminal record, health information and biometric information about an individual.

This information will be used only for the purpose for which it was provided or a directly related secondary purpose, unless an individual or parent agrees otherwise, or unless the disclosure is allowed by law.

Management and Security of Personal Information

Staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has steps in place 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, passwords for access rights to computerised records and cybersecurity software.

The College may store personal information in a secure off-site facility, which may mean that it resides on servers, which are situated outside Australia.

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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 College office at any time.

The Australian Privacy Principles require the College not to store personal information longer than necessary.

Rights Regarding Personal Information

Under the Commonwealth Privacy 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 Act. Students will generally have access to their personal information through their parents. Older students may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the Principal in writing.

The College may require you to verify your identity and specify what information you want to access. The College may charge you a reasonable fee to cover the cost of verifying your application and locating, retrieving and reviewing and copying any material requested. If the information sought is extensive, the College will advise approximate cost in advance.

Consent and Right of Access to Students' Information

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.

Parents may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will be occasions when 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.

The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them or allow that 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 are warranted.

Enquiries and Complaints

If you would like further information about the way the College manages the personal information it holds, or if you believe the College has breached the Australian Privacy Principles, please contact the College Principal or EA to the Principal. The College will investigate any complaints and will notify you of its decision as soon as practicable.

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Employment Collection Notice

Mid North Christian College abides by the Australian Privacy Principles as required by relevant privacy law. The Australian Privacy Principles can be accessed at www.privacy.gov.au .

If you provide your personal information to the College by means of a curriculum vitae or otherwise, Mid North Christian College will hold your personal information solely for the purpose of considering your interest in working as an employee or contractor; in a secure location and accessed only by personnel who are directly involved in the selection process for potential employees or contractors

You have the right to request:

- Access to your personal information; and
- That your personal details be updated, corrected or destroyed.

Mid North Christian College will assess your skills on a case-by-case basis in accordance with its requirements at that time (if any).

In relation to access, there may be occasions when this is reasonably denied. Such occasions would include when access would have an unreasonable impact on the privacy of others. The information will not be disclosed to a third party without your consent.

If the College decides to retain your personal information, it will inform you, and your personal information will be held and used as described above. In the first instance, you agree that the College may retain your personal information for six (6) months. If the College considers that your skills do not match its requirements, your personal information will be destroyed.

The College is required to conduct a criminal record check. We are also required to collect information regarding whether you are, or have been, the subject of an AVO (Apprehended Violence Order) or an Intervention Order and certain criminal offences under Child Protection laws.

The College may store personal information in a secure off-site facility which may mean that it resides on servers which are situated outside Australia.

You may provide us with the personal information of others, e.g. referees. We encourage you to inform them that you are disclosing that information to the College, that they can access that information if they wish, and that the College does not usually disclose such information to third parties and will not do so without their express consent.

Note: Material transmitted over the internet is not entirely secure and accordingly Mid North Christian College cannot guarantee the security of any personal information transmitted or received from it by means of the internet.

Our contact details are provided below if you need to discuss any matters pertaining to this policy statement.

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Collection of Information from Families

The College collects personal information, including sensitive information about students, parents or caregivers, before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide appropriate schooling for students.

Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Certain laws (e.g. Public Health and Child Protection Laws) governing or relating to the operation of schools require that certain information is collected.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

We may include your contact details in a class list. Permission will be sought for publication of these details.

The College Privacy Policy contains information about how you may complain about a breach of the Australian Privacy Principles and how the College will deal with a complaint.

Information about students' academic achievements, sporting and cultural activities is regularly published in the College's newsletters, magazines and on the College's website.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing information to the College and why; that they may access that information if they wish, and that the College does not normally disclose that information to third parties.

Contractor/Volunteer Collection Notice

In applying to provide services you will be providing the College with personal information. We can be contacted at:

Mid North Christian College
43 Port Davis Rd (Locked Bag 2)
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Ph: 08 86 32 4240
Email: admin@midnorthcc.sa.edu.au

If you provide us with personal information, for example, your name and address or information contained in your resume, we will collect the information to assess your application. You agree that we may store this information indefinitely and for a minimum of seven years after you cease providing services to the College.

The College Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to or correction of your personal information that we hold about you, if you are unsuccessful for the position. However, there will be occasions when access is

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denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose information to a third party without your consent.

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The College may store personal information in a secure off-site facility which may mean that it resides on servers which are situated outside Australia.

If you provide us with the personal information of others, e.g. referees, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose that information to third parties.

END OF POLICY

Authorisation

This Policy has been written by AISSA and adapted for MNCC.
Policy Reviewer: CLT – Rachel Richardson, Marica Shipley, Bronwyne Van Leeuwen and Monique Eggers
Approved by: Board Approval **–** Yes
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