



Privacy Policy

Kardinia International College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College will from time to time, review and update this Privacy Policy to reflect changes to legislation and operational requirements.

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

- students and parents/guardians before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Collection of personal information

Personal information provided to the College will generally be collected by forms completed by parents/guardians, students or employees as well as face-to-face meetings, interviews and telephone calls. The College may also be provided with information from a third party in relation to a student or employee (e.g. medical professional).

Use of personal information

The College will use the personal information it collects 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 the individual, parent or guardian has consented.

Student and Parent information

The College's primary purpose of collection is to enable the College to provide education for the student. This includes satisfying both the needs of parents and the needs of the student throughout the period the student is enrolled at the College.

The purposes for which the College uses personal information of students and parents may include:

- keeping parents informed about matters related to their child's education, through correspondence, newsletters and magazines;
- performing day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- preparing College marketing and alumni communications (e.g. newsletters, magazines, fundraising);
- satisfying the College's legal obligations and allowing the College to discharge its duty of care.

Disclosure of personal information

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

- another College;
- 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;
- parents; and
- anyone you authorise the College to disclose information to.

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 National Privacy Principles.

Sensitive information

The College considers sensitive information to include a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences, criminal record and medical history/health information.

Sensitive information will be used or disclosed only for the purpose for which it was provided or where the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The College's staff are required to respect the confidentiality of students' and parents' 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 or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records. The National Privacy Principles require the College not to store personal information longer than necessary.

Updating and accessing personal information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. An individual may seek to update their personal information held by the College by first contacting the College Receptionist. Staff employed by the College should advise the Human Resources Manager or Payroll Officer if they wish to update their 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, however older students may seek access themselves. Student requests to access information will generally be directed to the Head of Senior School or Head of Junior School.

Parents may seek access to personal information held by the College about them or their child by contacting the College Receptionist. 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 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.

Consent

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.

Enquiries relating to the College's Privacy Policy should be directed to the College's Privacy Officer (Business Manager) on 5278 9999.