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POLICY AND PROCEDURE

Privacy Policy

Date Approved:	23/1/2018
Date Effective:	23/1/2018
Scheduled Review Date:	1/1/2021
Policy Category:	Educational
Policy Owner:	Principal

1. Context

SEDA College is an independent not-for-profit senior secondary school in the state of NSW. The College offers a HSC program with a focus on applied learning.

This policy communicates the personal information handling practices of SEDA College and assists the College to manage personal information in an open and transparent way. This policy gives students and staff a better and more complete understanding of the types of personal information the College holds and the way that it handles that information.

2. Definitions

The College, and **College**, refers to SEDA College.

3. Statement of Policy

3.1 What is personal information?

Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

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3.2 What kinds of personal information?

The kinds of personal information that the College may collect and hold about an individual include: name, address, telephone numbers, email address, photographs, bank account details, financial information, assessment results, sex, marital status and parent/guardian details.

3.3 What is sensitive information?

Sensitive information is personal information about an individual's racial or ethnic origin, political opinions, membership or political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, sexual preferences, criminal record, financial or health information.

3.4 What kinds of sensitive information?

The kinds of sensitive information that the College may collect and hold about an individual include, but are not limited to, health or disability information, racial or ethnic origin or working with children check information.

3.5 How the College collects personal information

It is usual practice for the College to collect personal information directly from the individual. For a student enrolled in a Senior Secondary Program personal information may be collected from a student, a student's parent or legal guardian.

Sensitive information will only be collected with the individual's consent and where the collection is reasonably necessary for one or more of the College's functions or activities (unless a legal exemption applies).

3.6 The purposes for which The College collects personal information

The College will collect and hold personal information about individuals that is reasonably necessary for one or more of the College's functions or activities.

The College's functions or activities include providing educational services to students in a private not-for-profit school environment. The College's functions or activities include the employment of staff and other related services.

In relation to students, the College's primary purpose of collection is to provide educational services and related support services, including health and wellbeing support.

In relation to staff, the College's primary purpose of collection is to facilitate employment and administer the staff member's benefits and other entitlements.

3.7 Who might the College disclose personal information to?

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As part of its functions or activities, the College may be required to disclose personal information to other organisations, including to:

- the relevant government education department.
- other government departments (such as the relevant health department).
- professional services contractors (including IT consultants, insurers, accountants, lawyers) that assist the College to conduct its functions or activities
- individuals to whom authorise the College is authorised to disclose information
- industry organisations related to the functions or activities of the College, such as the sports partners

3.8 Sending information overseas

The College does not usually send personal information about an individual outside Australia. In the unusual event that this occurs, the College will comply with the Australian Privacy Principles (contained in the Privacy Act 1988).

3.9 Management and security of personal information

The College takes reasonable steps to protect the personal information the College holds from interference, in addition to misuse and loss, and unauthorised access, modification and disclosure. The College's steps include locked storage of paper records and security-protected access rights to computerised records.

3.10 Updating and accessing personal information

The College will take reasonable steps to ensure that the personal information it holds is accurate, complete and up to date. Individuals may seek access to and seek the correction of personal information the College holds about them. For access and correction requests the College can be contacted on (02) 9319 4287.

3.11 Access by a parent or guardian

For a student enrolled in a Senior Secondary Program, personal information may be collected, used and disclosed to a student's parent or legal guardian. If the student has sufficient maturity and understanding, personal information may be collected from, used with and disclosed directly to the student.

For students not enrolled in a Senior Secondary Program, the College will collect, use and disclose personal information directly to the student. A parent or guardian may access the student's personal information only if the College has obtained authorisation from the student.

Before providing information, a staff member must be satisfied of the identity of the individual seeking the information, and that the individual is entitled to access the information.

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3.12 Complaints & Monitoring

Individuals may complain about a breach of privacy under the College’s Raising Concerns & Complaints Policy.

While the College encourages its staff and students to raise concerns with the College directly, external privacy complaints can be made to the Office of the Australian Information Commissioner.

4. Application

This policy applies to:

- all prospective students
- all current students
- all staff
- all personal information collected or handled by the College

Any reference to staff also includes contractors and volunteers.

5. Referenced Documents

This policy references the following documents:

- Privacy Act 1988 (Commonwealth); and
- Raising Concerns & Complaints Policy

This policy has been drafted with reference to the resources of the Office of the Australian Information Commissioner. Further information can be found at <http://www.oaic.gov.au/>

5. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
1.0	Principal	Dec 2015	Dec 2015	
2.0	Principal	March 2016	March 2016	Format and font changes
3.0	Principal	Jan 2018	Jan 2018	Formatting, font and grammatical changes; logo update.
4.0	Finance Manager	Sept 2020	Sept 2020	Address & telephone update