

HIGHVIEW COLLEGE PRIVACY POLICY



Person Responsible – Principal

Statement of Context and Purpose

Pursuant to Commonwealth privacy laws, Highview College are required to have a privacy policy which is available to all people associated with Highview College for whom records are maintained.

Privacy laws regulate how Highview College can collect, use, hold and disclose personal information. Highview College is bound by the National Privacy Principles contained in the *Privacy Act 1988* (Cth). The information Highview College collects enable it to provide educational services and discharge its duty of care.

Application

This policy applies to all employees, students, staff, volunteers, contractors, visitors and other people who are associated with or come in contact with Highview College.

Reference Points / Background Papers

- Privacy Act 1988 (Cth);
- Health Records Act 2001 (Vic);
- Recruitment Policy;
- Performance Management, Misconduct and Disciplinary Action Policy.

Definitions

Personal Information

Personal Information means information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.

Sensitive Information

Highview College may collect personal information which is "sensitive information". Such information includes:

- criminal records;
- health information;
- political opinions;
- information concerning sexual preferences;
- information about racial and ethnic origin; and
- banking and/or financial information and details.

- In relation to sensitive information, Highview College will only collect that information with the consent of the individual to whom the information relates or as otherwise permitted by the Privacy Act or at law.

If a third party provides personal information (which is also sensitive information) to Highview College without asking, Highview College will take steps to verify consent to collect that information.

Collection of Information

Highview College collects personal information, including sensitive information, about:

- students;
- parents;
- employees and prospective employees;
- contractors and prospective contractors;
- volunteers;
- visitors; and
- any other person who comes into contact with Highview College.

The information collected by Highview College about students and parents, may be collected before, during or after the student is enrolled at Highview College. The primary purpose of collecting this information is to enable Highview College to provide schooling and educational services for the student or prospective student. If Highview College is unable to obtain the required information in relation to prospective students, an enrolment may not proceed.

The information collected by Highview College about job applicants and employees may be collected during the recruitment phase and during the course of employment.

Information may be collected in various forms and may be provided to Highview College by third parties such as medical practitioners or other schools.

Use and Disclosure of Information

Highview College may use or disclose personal information for a secondary purpose for which the information was collected if the secondary purpose is related to the primary purpose and where the individual to whom the information relates could reasonably expect Highview College to use the information for that purpose.

Highview College may also use or disclose personal information for any other purposes for which Highview College have received consent from the person to whom the personal information relates or otherwise as permitted by legislation.

- In relation to personal information which is "sensitive information", Highview College will not use or disclose that information for a purpose other than a primary purpose for which it has been collected unless:
- Highview College has the consent of the individual to whom the information relates to disclose or use the information for some other purpose;
- the secondary purpose is directly related to the primary purpose of collection and the individual would reasonably expect Highview College to use or disclose that information for the secondary purpose; or

- otherwise as permitted by legislation.

Use

Students and Parents

Highview College may use personal information collected about students and parents for the following purposes:

- to make contact with parents in relation to their child's schooling;
- internal accounting;
- day-to-day administration;
- looking after the students educational, social and medical well-being;
- seeking donations and marketing for Highview College;
- to satisfy legal obligations; and
- for any other purposes that would be reasonably expected.

Prospective Employees, Employees and Contractors

Highview College may use personal information collected about prospective employees, employees and contractors for the following purposes:

- to properly assess whether an individual is suitable for employment or work
- administering the individual's employment or contract;
- to ensure that information Highview College has collected is accurate and up-to-date;
- internal accounting and administration;
- insurance;
- seeking funds and marketing for Highview College;
- for reporting to educational and Government authorities;
- to satisfy legal obligations; and
- for any other purposes that would be reasonably expected.

Exception in relation to employee records

Highview College is not bound by the National Privacy Principles, and this Privacy Policy does not apply, in relation to Highview College's treatment of an "employee record", where the treatment is directly related to a current or former employment relationship between Highview College and the employee.

Disclosure

Highview College may disclose personal information, including sensitive information for administrative and educational purposes. This may include disclosing information to: • other schools;

- government departments;
- medical practitioners;
- people providing services to Highview College;
- recipients of Highview College publications;
- parents; and

- anyone else that Highview College is authorised to disclose information to.

Highview College will not send personal information overseas about an individual outside Australia without obtaining the consent of the individual or otherwise complying with privacy laws.

Information Quality

Highview College will take reasonable steps to ensure that the personal information that is collected, used and disclosed is accurate and up-to-date. Highview College will immediately update its records when an individual provides any new information or information that has changed.

Storage and Security of Information

Employees are required to treat the information received from others confidentially. Highview College will take reasonable steps to protect personal information from:

- misuse,
- interference and loss;
- unauthorised access,
- modification or
- disclosure.

Highview College may store information either electronically or physically in the following ways:

- on electronic databases with password protection; or
- in a secure location, including lockable cabinets with access only to authorized personnel.

Highview College will take reasonable steps to ensure that information is destroyed when it is no longer required by law.

Access to Information

Parents may seek access to personal information collected about their son/daughter by contacting Highview College. It is the responsibility of Highview College to ensure that they do not disclose information which would have an unreasonable impact on the privacy of others, where access may result in a breach of the Highview College's duty of care to the student and legal obligations.

Consent

Highview College will treat consent given by parents as consent given on behalf of the student, and notice given to parents will act as notice given to the student.

Consequences of a Breach of this Policy

Highview College emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action in accordance with the Performance Management, Misconduct and Disciplinary Action Policy.

Implications for practice

At Board / Principal Level

To properly implement this policy, Highview College, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to parents, students, prospective employees, contractors, volunteers or any other individual Highview College holds information about, for example on the Highview College internet site.
- that copies of this policy are made available to employees, for example on the Highview College intranet, in physical form in the staff room and on employee bulletin notice boards;
- that this policy is incorporated into the Board's / Principal's record of current policies;
- that this policy is incorporated into Highview College's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
- that periodic training and refresher sessions are administered to all employees in relation to this policy; and
- parents are informed that if certain information is not obtained, their child may not be able to enrol.

At Other Levels

To properly implement this policy, all Highview College's employees, prospective employees, parents, students, contractors, volunteers or other individuals Highview College holds information about, must ensure:

- that they will abide by this policy and assist Highview College in the implementation of this policy.
- if information is not obtained, Highview College may not be able to enrol or continue the enrolment of the student.

Policy developed by Clayton Utz – 2013

Updated by Melinda Scash – 2016