PRIVACY SUMMARY STATEMENT

Privacy Principles, 2014

The College collects personal, including sensitive, information about students, their parents, potential employees and others connected to the College. The collection of this information is for the primary purpose of the College fulfilling its educational services to the students whose parents seek a Christian education for their students.

The College will also exercise its right to access the credit history of parents under law.

Information is collected through filling out of application forms, face to face interviews and at times third party reports.

The College will endeavour to keep personal and credit information accurate/up-to-date and complete. Parents are relied upon to assist the College in keeping information accurate and up to date. Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties.

   a) If the College does not obtain the information referred to above, the College may not be able to enrol or continue the enrolment of your child.

   b) Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information which will include reports from third parties re medical and other treating professionals and Court Orders.

The college communicates with the parents through the parent portal regarding consents for student identification, fundraising and marketing purposes.

The College from time to time may need to disclose personal, sensitive or credit information to others for administrative, safety and education or credit purposes. This includes to other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorised access, modification or disclosure.

Information held by the school will be either de-identified or destroyed when no longer of use to the school.

Parents have a right to make a written Complaint to the Principal if they consider these Privacy Principles have been breached.

Parents may seek access to personal information collected about them and their student by contacting the College.

*For complete Policy see school website.