



PURPOSE

This Privacy Policy sets out how Matthew Flinders Anglican College ('the College') uses and manages personal information provided to or collected by it, and contact details in the event of any privacy concerns. The College is bound by the Australian Privacy Principles (APPs) which are outlined in the Privacy Act 2012 (Cth) (Privacy Act). This policy outlines how the College collects, uses, holds and discloses personal information.

SCOPE

This policy applies to the Board of Directors, Committee Members, employees, volunteers, parents, students, and people visiting College property. This policy outlines how the College collects, uses and discloses relevant information. Please refer to the enclosed 'Privacy Policy for Students and Parents' for specific details regarding privacy in relation to students and their parents.

Exception in relation to employee records: Under the Privacy Act, the APPs do not apply to an employee record held by the employing entity. 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 the employee.

RESPONSIBLE PERSON

Director of Business and Operations

DEFINITIONS

Parent means the legal guardian of the child and/or a person who exercises parental authority. Parental authority is defined in the Family Law Act 1975 (Cth) and means the duties, powers, responsibilities, which by law, parents have in relation to their children.

Student means all current, prospective and past students.

LEGISLATION

Personal information is any information or an opinion about an identified individual or an individual who can be reasonably identified from the information or opinion. Information, or an opinion, may be personal information regardless of whether it is true.

The College will collect different types of personal information from you, depending on how you interact with the College. The type of information the College collects and holds includes (but is not limited to) personal information, sensitive information and health information about:

- Students and parents and/or 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.

Sensitive information is a type of personal information including information or opinion about an individual's racial or ethnic origin, political opinions, members

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

- in administering the individual's employment or contract;
- for insurance purposes;

circumstances to ensure that the overseas recipient complies with the. |

the Principal. The College will investigate any complaint and will notify the complainant of the making of a decision as soon as is practicable after it has been made.

If you remain unsatisfied with the way in which we have handled a privacy issue, you may approach an independent advisor or contact the Office of the Australian Information Commissioner.

Privacy

1. Matthew Flinders Anglican College (the College) collects personal information, including sensitive information and health information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to allow the College to exercise its functions and activities and ultimately enables the College to provide schooling for your child.
2. The information the College collects is to satisfy our legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain Public Health and Child Protection laws governing or relating to the operation of schools require that certain information is collected and, in some circumstances, disclosed.
4. 'Sensitive Information' includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.
5. 'Health Information' is information or an opinion about the health or disability of an individual and information collected to provide, or in providing a health service and is a subset of sensitive information within the terms of the (APPs) and under the . The College may ask you to provide medical reports about students from time to time.
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permission from the students' parent or guardian prior to publication.

13. The College from time-to-time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
14. We may include students' and students' parents' contact details in a class list and College directory.
15. 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 that information to the College. Please tell them the reason why you are disclosing their information, what it will be used for and that they may access the information if they wish by contacting the College. Please also inform them that while the College does not usually disclose the information to third parties, this may be necessary and let them know the types of organisations to which the College would disclose their information (e.g. hospitals or health care facilities).