

# Foundation

## Mount Scopus Memorial College



### Privacy Policy

Date of Issue: 7/3/18

Revised Date: 12/3/18

Your privacy is important. This statement outlines the privacy policy of Mount Scopus College (**College**).

The College's Corporate Group, including the Foundation, is committed to complying with the Australian Privacy Principles contained in the *Commonwealth Privacy Act 1988* regarding its collection, holding, use and disclosure of personal, sensitive or health information.

Personal information means information (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. In referring to 'sensitive information', the College means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information, or health information about an individual.

#### **What personal information does the College collect?**

The type of information the College collects and holds includes personal, or sensitive information about:

- pupils and Parents before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors;
- donors and
- other people who come into contact with the College.

#### **How does the College collect personal information?**

The College will generally collect personal information held about an individual by way of forms filled out by Parents, pupils or donors, face-to-face meetings and interviews, and telephone calls.

#### **Photos and other images**

The College also collects and uses images of students, parents, alumni, donors and other members of the Scopus community. These may be used in publications such as newsletters, magazines and yearbooks, in brochures and marketing materials; in media releases and submissions for external publication; in promotional films; in fundraising materials; on our web site and in advertising. Photos may be captioned with the subject's full name. Parents may choose to "opt out" of having their child's photos used by advising the Communications Office at the College. **Refer to Schedule A.**

## **Why does the College collect personal information?**

In general, the College collects personal, sensitive or health information for the primary purposes of providing educational services or from or as a result of processing or assessing applications and making related enquiries. More specific details, according to context, are as follows.

### *Pupils and Parents*

In relation to personal information of pupils and Parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College. The College uses personal information of pupils and Parents:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

### *Job applicants, staff members and contractors*

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

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

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the College;
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

The Privacy Act requirements do not apply to an employee record. 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 employee.

### *Volunteers*

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as (alumni associations), to enable the College and the volunteers to work together.

## **Website Activity**

The College utilises technology called cookies when you visit our website. Cookies are small data files that your browser places on your computer or device. Cookies help your browser navigate a website and the cookies themselves cannot collect any information stored on your computer or your files.

To protect your privacy, your browser only gives a website access to the cookies it has already sent to you. We may use cookies to learn more about the way you interact with our content and help us to improve your experience when visiting the school websites. Most

Internet browsers are set to accept cookies. If you prefer not to receive them, you can adjust your internet browser to reject cookies, or to notify you when they are being used. There are also software products available that can manage cookies for you.

### **Who might the College disclose personal information to?**

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

- the College's Executive Committee, Bursary Committee or Finance Committee;
- recipients of College publications, like newsletters and magazines;
- Parents.

To maintain accurate records of Staff parking on all Campii, additional detail required from staff is the registration number/s of the vehicle/s they drive onto the Campii.

### **Marketing and Fundraising**

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive. Personal information, including sensitive information, held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

By providing personal information, including sensitive information, to the College you consent to its use for marketing and fundraising. Should you wish to "opt-out" of the College's marketing and fundraising communications please advise the Foundation Office.

The College does not allow the scanning of cloud based education services for advertising or marketing purposes.

### **Sending information overseas**

The College may use externally hosted educational services, such as e-mail, calendar, document creation and collaborative solutions, via internationally recognised providers. The providers of these services may be at an overseas location such as the United States, United Kingdom and Singapore.

If the College does not retain control over the use of the personal information that is provided to a service provider in an overseas location, the College will select service providers that the College reasonably believes are required to protect the information under a law or a binding scheme that has the effect of protecting the information in a way that is substantially similar to the requirements of the Privacy Act.

Additionally, the College will take all reasonable steps to ensure that the service providers do not collect or use student data for advertising purposes or to create ad profiles.

### **Storage and Security of Your Personal Information**

The College's staff are required to respect the confidentiality of pupils' and Parents' personal information.

The College will take all reasonable steps to maintain the security of your personal information from misuse, interference and loss or unauthorised access, modification or disclosure, including locked storage of paper records, password access rights to computerised records and 100% automated virus detection and spam protection scanning of emails. The College also seeks to improve usage experience with scanning features like Priority Inbox and auto-detection of calendar events.

### **Updating personal information**

The College endeavours to ensure that the personal information it uses or discloses is accurate, complete, up-to-date and relevant, having regard to the purpose of the use or disclosure. A person may seek to update their personal information held by the College by contacting the Privacy Officer of the College at any time.

The College will take reasonable steps to destroy or de-identify personal information that it no longer needs or is otherwise required by law to keep.

### **You have the right to request access to personal information the College holds about you**

An individual has the right to request to access to any personal information which the College holds about them and, unless an exception applies (as set out in the Privacy Act), be provided with access to that information. Occasions where access is denied 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 pupil.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing. The College will respond within a reasonable time.

The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

### **Complaints and Updates**

If you have any issues you wish to raise with the Foundation about our Privacy Policy, including complaints, then you are able to do so by contacting the Executive Director on 98340033. All enquiries or complaints will be handled fairly and impartially.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College's operations and practices and to make sure it remains appropriate to the changing school environment.



Approved by Foundation President: \_\_\_\_\_

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Date: 12/3/18

**SCHEDULE A**

<b>Types of Personal Information</b>	<b>Usage of Photos and Images</b>
Name Address Home Phone Number Work Phone Number Mobile Phone Number Email addresses Emergency Detail Occupation Details Date of Birth Medical Information Maternal and Paternal Grandparent information	Newsletters Magazines Yearbooks Brochures Marketing Materials Media Releases Web Site