

## **Privacy Policy**

### **Purpose**

Freshwater Christian College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of Freshwater Christian College and describes how Freshwater Christian College uses and manages personal information provided to or collected by it.

### **Scope**

The policy applies to Board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting Freshwater Christian College's site; and describes the type of information Freshwater Christian College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

### **References/Legislation**

Australian Privacy Principles  
Privacy Act 1988 (Cth)

### **Exception in relation to employee records**

Under the Privacy Act 1988 (Cth), the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Freshwater Christian College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Freshwater Christian College and employee.

### **Policy**

This Privacy Policy sets out how Freshwater Christian College manages personal information provided to or collected by it. Freshwater Christian College is bound by the Australian Privacy Principles contained in the Privacy Act. Freshwater Christian College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to Freshwater Christian College's operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kinds of personal information does Freshwater Christian College collect and how does Freshwater Christian College collect it?**

The type of information Freshwater Christian College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the College:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and faith and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - conduct and complaint records, or other behaviour notes, and school reports; information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;

- any court orders;
- volunteering information; and
- photos and videos at school events.
- job applicants, staff members, volunteers and contractors:
  - name, contact details (including next of kin), date of birth, and faith and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - leave details;
  - photos and videos at College events;
  - workplace surveillance information;
  - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with Freshwater Christian College including name and contact details and any other information necessary for the particular contact with the College.

### **Personal Information you provide**

Freshwater Christian College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

### **Personal Information provided by other people**

In some circumstances Freshwater Christian College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another College/school/kindergarten.

### **How will Freshwater Christian College use the personal information you provide?**

Freshwater Christian College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

### **Students and Parents**

In relation to personal information of students and parents, Freshwater Christian College's primary purpose of collection is to enable Freshwater Christian College to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. This includes satisfying the needs of parents, the needs of the students and the needs of Freshwater Christian College throughout the whole period the student is enrolled at Freshwater Christian College.

The purposes for which Freshwater Christian College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of Freshwater Christian College;

- looking after student's educational, social and medical wellbeing;
- seeking donations and marketing for Freshwater Christian College; and
- to satisfy Freshwater Christian College's legal obligations and allow Freshwater Christian College to discharge its duty of care.

In some cases, where Freshwater Christian College requests personal information about a student or parent, if the information requested is not provided, Freshwater Christian College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasions information such as academic and sporting achievements, student activities and similar news is published in Freshwater Christian College newsletters and magazines, on our intranet [and on our website] this may include photographs and videos of student activities such as sporting events, school camps and school excursions. Freshwater Christian College will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.

### **Job applicants, Staff Members and Contractors**

In relation to personal information of job applicants, staff members and contractors, Freshwater Christian 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 Freshwater Christian 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 donations and marketing for Freshwater Christian College; and
- to satisfy Freshwater Christian College's legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

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

### **Marketing and Fundraising**

Freshwater Christian College treats marketing and seeking donations for the future growth and development of Freshwater Christian College as an important part of ensuring that Freshwater Christian College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Freshwater Christian College may be disclosed to organisations that assist in Freshwater Christian College's fundraising, for example, Freshwater Christian College's alumni organisation [or, on occasions, external fundraising organisations].

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.

If you would like to opt-out of direct marketing, please contact the College at [info@fcc.qld.edu.au](mailto:info@fcc.qld.edu.au)

### **Who might Freshwater Christian College disclose Personal Information to?**

Freshwater Christian College may disclose personal information, including sensitive information, held about an individual for educational, legal, administrative, marketing and support purposes. This may include to:

- another school or staff at another school;
- government departments (including for policy and fundraising purposes);
- medical practitioners;
- people providing educational, support and health services to Freshwater Christian College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing administrative and financial services to Freshwater Christian College;
- recipients of College publications, such as newsletters and magazines;
- students' parents or guardians;
- anyone you authorise Freshwater Christian College to disclose information to; and
- anyone to whom we are required to disclose the information to by law, including child protection laws.

### **Sending and Storing Information Overseas**

Freshwater Christian College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Freshwater Christian College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied);
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

### **Sensitive Information**

In referring to 'sensitive information', Freshwater Christian College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade

association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

Freshwater Christian College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. Freshwater Christian College has in place steps to protect the personal information Freshwater Christian College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **Data Breaches**

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (**the affected individuals**);
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result;
- the information is lost in circumstances where:
  - unauthorised access to, or unauthorised disclosure of, the information is likely to occur;
  - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

### What must the school do in the event of an 'eligible data breach'?

If Freshwater Christian College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then Freshwater Christian College will be required to lodge a statement to the Privacy Commissioner (**Commissioner**). Where practical to do so, the school entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, Freshwater Christian College will publish a copy of the statement on its website, or publicise it in another manner.

### Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no unauthorised access to, or unauthorised disclosure of, the information;
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

### **Access and Correction of Personal Information**

Under the Privacy Act, an individual has the right to obtain access to any personal information which Freshwater Christian College holds about them and to advise Freshwater Christian College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or update any personal information Freshwater Christian College holds about you or your child, please contact the Principal at [info@fcc.qld.edu.au](mailto:info@fcc.qld.edu.au) in writing. Freshwater Christian College may require you to verify your identity and specify what information you require. Freshwater Christian 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, Freshwater Christian College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Freshwater Christian College will take reasonable steps to ensure that any personal information is accurate, up to date, complete, relevant and not misleading.

### **Consent and Rights of Access to the Personal Information of Students**

Freshwater Christian College respects every parent's right to make decisions concerning their child's education. Generally, Freshwater Christian College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. Freshwater Christian College will treat consent given by parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by Freshwater Christian College about them or their child by contacting the Principal at [info@fcc.qld.edu.au](mailto:info@fcc.qld.edu.au). However, there will be occasions when access is denied. Such occasions 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 Freshwater Christian College's duty of care to the student.

Freshwater Christian College may, at its discretion, on the request of a student grant that student access to information held by Freshwater Christian College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

### **Enquiries and complaints**

If you would like further information about the way Freshwater Christian College manages the personal information it holds, or wish to complain that you believe that Freshwater Christian College has breached the Australian Privacy Principles please contact the Principal at [info@fcc.qld.edu.au](mailto:info@fcc.qld.edu.au). Freshwater Christian College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

## Related Policies and Documents

Child Protection Policy

Learning Enrichment Policy

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Status	Approved	Supersedes	v2.2
Version	v2.3	Authorised by	Principal
Last updated	9/03/2020	Reviewed	Every three years



## APPENDIX 1 - Standard Collection Notice

1. Freshwater Christian College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at Freshwater Christian College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Freshwater Christian College to provide schooling to the students enrolled at Freshwater Christian College, exercise its duty of care, engage in marketing/fundraising and perform necessary associated administrative activities, which will enable them to take part in all the activities of Freshwater Christian College.
2. Some of the information we collect is to satisfy Freshwater Christian College's legal obligations, particularly to enable Freshwater Christian College to discharge its duty of care.
3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. Freshwater Christian College may disclose personal and sensitive information for educational, legal, administrative, marketing and support purposes. This may include to:
  - other Colleges and teachers at those schools;
  - government departments (including for policy and funding purposes);
  - medical practitioners;
  - people providing educational, support and health services to Freshwater Christian College including specialist visiting teachers, [sports] coaches, volunteers and counsellors;
  - providers of learning and assessment tools;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - people providing administrative and financial services to Freshwater Christian College;
  - anyone you authorise Freshwater Christian College to disclose information to;
  - anyone to whom Freshwater Christian College is required or authorised by law, including child protection laws, to disclose the information.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about Freshwater Christian College's use of online or 'cloud' service providers is contained in Freshwater Christian College's Privacy Policy.
8. Freshwater Christian College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected about them. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of Freshwater Christian College's duty of care to a student, or



where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. Freshwater Christian College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
10. Freshwater Christian College may engage 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 Freshwater Christian 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in Freshwater Christian College 's newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Freshwater Christian College will obtain separate permissions from the students' parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide Freshwater Christian 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 Freshwater Christian College and why.

## **APPENDIX 2 – Alumni Association Collection Notice**

1. We may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Freshwater Christian College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the alumni association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Freshwater Christian College to assist in its fundraising activities. If you do not agree to this, please advise us in writing now.
4. We may publish details about you in our newsletters, magazines and Freshwater Christian College's website. If you do not agree to this, you must advise us in writing now.
5. Freshwater Christian College's Privacy Policy, accessible on the College's website, contains details of how you may seek access to and correction of your personal information which Freshwater Christian College has collected and holds, and how you may complain about a breach of the Australian Privacy Principles.
6. Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about Freshwater Christian College's use of on online or 'cloud' service providers is contained in Freshwater Christian College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Freshwater Christian College and why.

### **APPENDIX 3 – Employment Collection Notice**

1. In applying for this position you will be providing Freshwater Christian College with personal information. We can be contacted at 369-401 Brinsmead Road, Brinsmead, Qld, 4870 or 07 4055 1337 or [hr@fcc.qld.edu.au](mailto:hr@fcc.qld.edu.au)
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Freshwater Christian College's Privacy Policy, accessible on Freshwater Christian College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which Freshwater Christian College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about Freshwater Christian College's use of on online or 'cloud' service providers is contained in Freshwater Christian College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Freshwater Christian College and why.

#### **APPENDIX 4 – Contractor/Volunteer Collection Notice**

1. In offering, applying or agreeing to provide services to Freshwater Christian College, you will be providing Freshwater Christian College with personal information. We can be contacted at 369-401 Brinsmead Road, Brinsmead, Qld, 4870, or [info@fcc.qld.edu.au](mailto:info@fcc.qld.edu.au).
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for a minimum 7 years.
4. Freshwater Christian College's Privacy Policy, accessible on Freshwater Christian College's website, contains details of how you may complain about a breach of the Australian Privacy Principles and how you may seek access to and correction of your personal information which Freshwater Christian College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to.
6. We are required to collect information under Child Protection laws. We may also collect other personal information about you in accordance with these laws.
7. Freshwater Christian College may use online or 'cloud' service providers to store personal information and to provide services to Freshwater Christian College that involve the use of personal information, such as email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about Freshwater Christian College's use of on online or 'cloud' service providers is contained in Freshwater Christian College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Freshwater Christian College and why.