

Swanleigh Residential College Privacy Policy

Your privacy is important

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. 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 College environment.

What kind of personal information does the College collect and how does the College collect it?

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

- ◆ Students and parents and/or guardians before, during and after the course of a pupil's enrolment at the College.
- ◆ Job applicants, staff members, volunteers and contractors.
- ◆ Other people who come into contact with the College.

Personal information you provide

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

Personal information provided by other people

In some circumstances the 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.

Exemption in relation to employee records

Under the Privacy Act the National Privacy Principles do not apply to records of current and former employees. This exemption does not apply to the College's treatment of records of prospective employees.

How will the College use the personal information you provide?

The 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, or to which you have consented.

Students and Parents/guardians

In relation to personal information of students and parents/guardians, 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/guardians and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of students and parents/guardians include:

- ◆ To keep parents/guardians informed about matters related to their child's schooling through correspondence, newsletters and magazines.
- ◆ Day-to-day administration.
- ◆ Looking after students' 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.

In some cases where the College requests personal information about a pupil or parent/guardian, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

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.

Volunteers

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