

## LUTHER COLLEGE MISSION STATEMENT

Luther College positively endeavours to provide the best education possible in a Christian setting where the whole person can grow and develop with confidence and dignity.

# Privacy Policy

## Rationale

This policy outlines how Luther College will use and manage personal information provided to or collected by it.

The policy observes the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012 (referred to as the “the Privacy Act”). In relation to health records, the College observes the Health Privacy Principles contained in the Health Records Act 2001 (Vic) (referred to as “the Health Records Act”).

The College is committed to managing personal information in an open and transparent way. The College will take all reasonable steps under the circumstances to implement practices, procedures and systems relating to the College’s functions or activities that:

- will ensure compliance with the Australian Privacy Principles; and
- will enable the College to deal with enquiries or complaints about compliance with the Australian Privacy Principles.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College operations and practices, and to ensure it remains appropriate to the changing school environment. The College will make every effort to communicate any significant changes to the College community and affected parties.

## Policy Scope

This policy applies to all members of the College community, as well as members of the public who provide information to the College.

## Australian Privacy Principles

- APP 1: Open and transparent management of personal information
- APP 2: Anonymity and pseudonymity
- APP 3: Collection of solicited personal information
- APP 4: Dealing with unsolicited personal information
- APP 5: Notification of the collection of personal information
- APP 6: Use or disclosure of personal information
- APP 7: Direct marketing
- APP 8: Cross-border disclosure of personal information
- APP 9: Adoption, use or disclosure of government related identifiers

- APP 10: Quality of personal information
- APP 11: Security of personal information
- APP 12: Access to personal information
- APP 13: Correction of personal information

## Details

### ***What kind of personal information does the College collect and how is it collected?***

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

- students and parents/carers/guardians (“parents”) 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.

#### **Personal information you provide:**

The College will generally collect personal information held about an individual by way of forms completed 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 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 report or reference from another school.

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

Under the Privacy Act and the Health Records Act, the Australian Privacy Principles and Health Privacy Principles 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.

#### **Photographs:**

The College will take photographs of staff, students and other community members during school activities for internal use and marketing. Photographic consents for students are individually obtained at the commencement of each year. Any requests for a student or staff member to be discounted from any published photos for legal reasons should be via a written statement with details of the legal requirements to the Principal.

### ***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:**

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents, the needs of the student and the needs of the College throughout the whole period that the student is enrolled at the College.

The purposes for which the 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 the College;
- looking after students' educational, social and medical wellbeing;
- celebrating the efforts and achievements of students;
- fundraising and marketing for the College;
- to satisfy the College's legal obligations; and
- to allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the information requested is not obtained, the 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.

### **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:

- assessing the suitability for employment;
- administering the individual's employment or contract, as the case may be;
- for insurance purposes, such as public liability or Workcover;
- fundraising and marketing for the College;
- satisfying the College's legal obligations, for example, in relation to child protection legislation; and
- investigating incidents or defending legal claims about the College, its services or staff.

### **Volunteers:**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as LCOSA (Luther College Old Scholars Association), the PTFA (Parents, Teachers and Friends Association) and FOM (Friends of Music) to enable the College and the volunteers to work together.

### **Marketing and fundraising:**

The College treats marketing and fundraising 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 students and staff thrive. Personal information held by the College may be disclosed to an internal organisation that assists in the College's fundraising, for example, LCOSA or the PTFA.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, such as *Crosslight* or LUTHERLETTER, general newsletters and other magazines, which include personal information, may be used for marketing purposes.

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

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

- another College;
- the Lutheran Church of Australia and/or its affiliates;
- Government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- recipients of College publications, such as newsletters and magazines;
- parents;
- anyone you authorise (in writing) the College to disclose information to, such as real estate agents and financial institutions; and
- anyone to whom we are required to disclose the information by law.

### **Sending information overseas:**

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with "cloud" service providers which are situated outside Australia, or to facilitate a school exchange programme, trip/tour or partnership.

However, the College will not send personal information about an individual outside Australia without:

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

### ***How does the College treat sensitive information?***

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, philosophical beliefs, sexual preferences or practices, or criminal record that is also personal information; and 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.

The College can disclose sensitive information for another purpose when:

- the person provides written consent;
- it is necessary to lessen or prevent serious or imminent threat to life, health or safety; or
- it is required by law or for law enforcement purposes.

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

College staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, interference or loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to digital records.

### **Requests to access personal information**

Under the Privacy Act and Health Records Act, an individual has the right to obtain access to any personal information which the College holds about them, and to advise the College of any perceived inaccuracy. There are some exceptions to this right, as set out in the Privacy Act.

Students will generally have access to their information through their parents, however older students may seek access themselves. Requests to access any information the College holds must be in writing and addressed to the Privacy Officer.

The College may require verification of identity and specific details of the information required. Depending on the extent of the information required, the College may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any information requested. If the information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide access to the information requested, a written notice explaining the reasons for refusal will be provided.

### **Updating personal information**

The College endeavours to ensure that the personal information it holds is accurate, complete and current. A person may seek to update their personal information held by the College by contacting the Reception, who will direct your enquiry to the appropriate staff member responsible.

### ***Interacting with us anonymously or by use of a pseudonym***

You can interact with us anonymously or by a pseudonym (e.g. an email address that doesn't contain your actual name) in some circumstances, such as when you make general inquiries about enrolment or employment opportunities. However, we'll need to know your identity should wish to make an enrolment or be employed before we can provide you with our products and services.

## Consent and rights of access to the personal information of students

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The 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 the College about them or their child by contacting the Privacy Officer. 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 the College's duty of care to the student.

The College may, at its discretion, upon the request of a student, grant that student access to information held by the 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 so warranted.

## Online Information

### ***Luther College website***

The Luther College web server will keep a record of all visits to the College website ([www.luther.vic.edu.au](http://www.luther.vic.edu.au)) and will log information on users' online experience for statistical purposes only. Information collected does not identify individual users, but does identify the computer used to access the site, including:

- Visitor server IP addresses and domain names;
- The times and dates the site was visited;
- The pages accessed and files downloaded; and
- Visitors' browsers and operating systems.

In the event of an investigation, a law enforcement or government agency may exercise its legal authority to have access to the College's web server logs.

### ***Cookies***

The College website may use cookies, which are small text files that are generated by the College web server and stored onto the user's computer, to allow recognition of returning users and to register preferences.

A cookie is sent from the College web server and automatically placed on the user's computer without notification. Personal preferences or information may be stored in the cookie, which is then sent back to the server on completion of the session. Cookies may be turned off within the user's browser, however, this may make some sections of the College website unusable.

## **Staff and student internet and email usage**

The College keeps records of all emails coming in to and going out of all school email addresses. The College also keeps records of internet browsing history when accessed from school resources. Staff and student accessing school resources should be aware of the College's *Acceptable Use of Technology Protocol*.

## **Online payments and financial details**

The use of the College's online payment system requires users to accept the Privacy and Security policies in regard to the collection and use by the College of any information provided for payment purposes.

Identifiable information collected through online payment will be used only for the purpose of processing that individual payment transaction. Non-identifying information may be used for statistical, reporting and research purposes.

The College may store parent credit card or bank account details for the purposes of fee payment for the duration of a student's enrolment at the College. The College may also store bank account details for the purposes of salary payment for the duration of a staff member's employment at the College.

## **Enquiries**

Requests for further information about the way the College manages the personal information it holds can be directed to the Privacy Officer.

If you wish to make a complaint regarding the handling of your personal information or notify of a breach of the Australian Privacy Principles, please provide our Privacy Officer with full details of your complaint and any supporting documentation:

- by e-mail at [privacy@luther.vic.edu.au](mailto:privacy@luther.vic.edu.au) , or
- by letter to The Privacy Officer, Luther College, Plymouth Road, Croydon Hills, Victoria 3136

Our Privacy Officer will endeavour to:

- provide an initial response to your query or complaint within 10 business days, and
- investigate and attempt to resolve your query or complaint within 30 business days or such longer period as is necessary and notified to you by our Privacy Officer.

## **Review**

This policy will be reviewed every three years, or as required by legislation.

**Date of Endorsement:** 27/03/2014

**Responsibility of Implementation:** Principal

**Policy to be Reviewed:** 2016

## **ANNEXURE 1 – Disclosure Statement to Students**

### ***Student Counselling provided by Luther College***

Luther College provides counselling services for its students as part of its pastoral care program. These are provided through counsellors employed by the College.

Students are encouraged to make use of these services if they need assistance. However, there are a number of things that students and their parents should know before using the counselling service.

1. Records will be made of counselling sessions and because the Counsellor is an employee, those records belong to the College, not the Counsellor.
2. The College is conscious of the need for confidentiality between Counsellor and student. However, at times it may be necessary for the Counsellor to divulge the contents of discussions or records to the Principal (or delegate) if the Counsellor considers it necessary for the student's welfare to discharge the school's duty of care to the student.
3. The Principal (or delegate) may find it necessary to disclose aspects of discussions with Counsellor(s) to others in order to assist the student.
4. Where a disclosure is made it would be limited to those who need to know, unless the student consents to some wider disclosure.
5. Whilst we are happy to provide counselling services to students, if a student (or parent) is not happy with the above it is suggested counselling is sought outside the College.

## ANNEXURE 2 – Collection Notice

### **Standard Collection Notice**

Luther College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy (Private Sector) Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the College is also bound by the Health Privacy Principles contained in the Health Records Act 2001 (Vic).

The College is committed to managing personal information in an open and transparent way. This statement specifically itemises the reasons for collecting information about students and their families, and the way in which information will be used by the College. For further information, please refer to the Luther College Privacy Policy.

1. The College collects personal information, including sensitive information about students and parents/carers/guardians (“parents”) before and during the course of a student’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and 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, in addition to the Health Privacy Principles under the Health Records Act. We may ask you to provide medical reports about your child from time to time.
5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Lutheran Education Australia, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Failure to obtain such information referred to in the above may impede the ability of the College to be able to enrol or continue the enrolment of students.
7. Personal information collected from students is regularly disclosed to their parents.
8. The College may from time to time store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The Luther College Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

10. The Luther College Privacy Policy also sets out how you may make a complaint about a breach of privacy and how the College will deal with such a complaint.
11. As you may know, 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 internal 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.
12. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines and on our website.
13. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters, magazines and on our website. The College will obtain both annual and separate permissions from the students' parent or guardian prior to publication as the case warrants.
14. The College may include contact details in a class list, school roll or on the College's information database. Such information is used solely to make contact with parents or guardians for the purposes of reporting emergencies, making other necessary contact or the fulfilment of the purposes of educational, financial and clerical administration.
15. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform these people that such information has been disclosed to the College; why the information has been disclosed; and that they are able to access that information. However, the College does not usually disclose any information to third parties without appropriate consent.

### ***Specific Information***

For the purposes of making arrangements for designated school activities, including but not limited to, excursions, camps, tours, trips, work experience/placement and vocational education, the College may collect personal and sensitive information of students engaged in these activities. This may include passport details and medical information. By supplying this information, consent is deemed to be given for the purposes of that activity. This personal information will be disclosed to travel agents and event organisers accordingly. Failure to obtain such information will result in the student being unable to attend the activity.