privacy policy

introduction

Ballarat & Clarendon College is implementing this policy to ensure personal information is collected and used appropriately, that those who have a connection with the College understand how their personal information is handled, and to comply with Privacy Laws.

policy

Collection & Use of Personal Information

1. The College collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil’s enrolment at the school. The primary purpose of collecting this information is to enable the school to provide education for its pupils.

2. Some of the information we collect is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask parents or guardians to provide medical reports about pupils from time to time.

5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, coaches, contracted outdoor education staff and volunteers.

6. If we do not obtain the information referred to above in respect of a particular pupil we may not be able to enrol or continue the enrolment of that pupil.

7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, Ring-a-Roo, and on our website.

8. The College also collects personal information (including sensitive information) about staff, applicants for staff positions and other individuals who are involved, or transact, with the College on a voluntary or paid basis.

9. The College collects and uses personal and sensitive information provided by employment applicants for the primary purpose of assessing and processing applications. The College collects and uses personal and sensitive information provided by staff for purposes directly related to their employment relationship with the College including performance evaluation and management. We may make notes or prepare a confidential report with respect to an applicant’s application or a staff member’s employment status.
10. The College retains unsuccessful employment applicant’s information for a period of six months for future opportunities.

11. We are required to conduct reference checks for all employment applicants and will contact an applicant's nominated referees only once consent has been obtained. Unless otherwise stated, the listing of names and numbers of referees by applicants on their resume is deemed by the College as such consent.

12. As part of our staff professional development program, we may schedule some lessons in the observation classroom. These lessons may be video-recorded. The teachers and all of the students of that class may therefore be video-recorded. The College uses these recordings for the following purposes:

- To assess and manage staff professional development
- Internal training and the achievement of best practice in the classroom
- To monitor, evaluate and improve the delivery of education.

In the future, the College may disclose some of the recordings to a tertiary institution – for example, the Edith Cowan University – to be used for research purposes. The recordings may also be disclosed to individuals or organisations outside the College if we are required to do so by law. Please refer to the Observation Classroom Policy for further details.

13. As part of the production of promotional materials for the school, members of the College community may be photographed or filmed, either individually or in conjunction with one or more other members of the College community. This material would not be used by the College for the making of profit, but only for activities such as publications and promotions. Where practical, the permission of the individual who is photographed or filmed will be requested in advance.

14. The College may collect information about alumni from time to time. The primary purpose of collecting this information is to enable us to inform alumni about activities of the College and to keep alumni informed about other members.

15. The College from time to time engages in fundraising activities. Information received form students, parents or guardians, staff and alumni may be used to make an appeal for donations or to provide information about fundraising activities. It may also be disclosed to organisations that assist in the school’s fundraising activities solely for that purpose. However, we will not disclose personal information of any individual to third parties for their own marketing purposes without the consent of the individual concerned.

16. The College publishes information about alumni in its journal, Ring-a-Roo, and sometimes on the College website. Information which has appeared in a public domain document [eg newspaper] may be included without seeking the permission of the member. Otherwise we will only publish information received directly from the member.

17. Photographs taken at alumni events, such as reunions, may be reproduced in Ring-a-Roo or published on the website. Permission for this will be sought as part of the reunion invitation process.
18. You may seek access to your personal information held by the College by contacting the Privacy Officer in writing. Parents or guardians may seek access to the personal information of their children. However, there may 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 School’s duty of care, or where individuals have provided information in confidence.

If you have any questions about the way the College handles the information that you provide, or to gain access to personal information held by the College, please contact our Privacy Officer, Mr Arthur Drummond at 1425 Sturt Street, Ballarat 3350.

If you do not wish to receive any fundraising/direct marketing communications from the College, please contact the Community Relations Office [5330 8211 or cro@bcc.clarendon.vic.edu.au].

If you do not wish the College to publish information about you in any school publication, newsletter or on the website, please contact the Community Relations Office [5330 8211 or cro@bcc.clarendon.vic.edu.au].

Supporting Documentation: Commonwealth Privacy Act
                                      Observation Classroom Policy
                                      Media & Marketing Consent Form

Point of Contact: Privacy Officer (Director of Community
                                 Relations)

Responsibility of: Principal

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