

privacy policy

introduction

This Privacy Policy sets out how Clarendon manages personal information provided to or collected by it. Clarendon is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, Clarendon is also bound by the Health Records Act 2001 (Vic). The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

information collected

The type of information Clarendon 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 School;
- job applicants, staff members, volunteers and contractors;
- past students, donors, supporters of the school; and
- other people who come into contact with the School.

Personal information you provide:

Clarendon will generally collect personal information held about an individual by way of online forms, 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 School 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 school.

how the information is used

Clarendon will use personal information it collects 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, Clarendon's primary purpose of collection is to provide the necessary information for effective education of the students. This includes satisfying the needs of Parents, the needs of the students and the needs of Clarendon throughout the whole period the student is enrolled. The purposes for which the School 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 School;
- looking after students' educational, social and medical wellbeing;



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- seeking donations and marketing for Clarendon; and
- to satisfy the Clarendon's legal obligations and allow Clarendon to discharge its duty of care.

In some cases where Clarendon requests personal information about a student or Parent, if the information requested is not provided, Clarendon 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 Clarendon'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 Clarendon uses personal information of job applicants, staff members and contractors include:

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

Volunteers:

Clarendon also obtains personal information about volunteers who assist in its functions or conduct associated activities, such as alumni and auxiliaries, to enable the School and the volunteers to work together.

Alumni and supporters:

We may collect and retain relating to professional profiles, personal interests, philanthropic activity and donation history, in order to ensure that communication is appropriate and reasonable. When collecting information, alumni can elect not to receive specific fundraising solicitation, but continue to receive other information, for example, newsletters and details of reunions.

Marketing and fundraising:

Clarendon treats marketing and seeking donations for future growth and development as an important part of ensuring the provision of a quality learning environment in which both pupils and staff thrive. Personal information held may be disclosed to organisations that assist in the fundraising, for example, the Ballarat Clarendon College Foundation. Parents, staff, contractors and other members of the wider community may from time to time receive fundraising and marketing information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

disclosing personal information

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

- another school;
- government departments;
- medical practitioners;
- people providing services to Clarendon, including specialist visiting teachers, counsellors and sports coaches;
- recipients of school publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.



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Sending information overseas:

Clarendon 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 school exchange. However, the school 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); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

treating sensitive information

In referring to 'sensitive information', Clarendon 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

Clarendon staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals. Clarendon has in place steps to protect the personal information held 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.

access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act 2001 (Vic) an individual has the right to obtain access to any personal information which Clarendon holds about them and to advise of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation. To make a request to access or update any personal information the School holds about you or your child, please contact the Principal in writing. Clarendon may require you to verify your identity and specify what information you require. Clarendon 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, Clarendon 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.



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