Mission Statement

Suncoast Christian College exists to provide Christ-centred education that promotes life-long learning, develops excellence and Christian character, and fosters social responsibility.
CONTENTS

Purpose ......................................................................................................................................... 1
Scope ............................................................................................................................................. 1
Reference ...................................................................................................................................... 1
Review & version control ............................................................................................................. 1
Collection of personal information ............................................................................................. 1
Use of personal information ........................................................................................................ 2
Use of personal information ........................................................................................................ 2
Disclosure of personal information ............................................................................................ 3
Treatment of sensitive information ............................................................................................. 3
Management and security of personal information ..................................................................... 3
Updating personal information .................................................................................................. 3
Access and correction of personal information ......................................................................... 4
Access to personal information of students .............................................................................. 4
Enquiries & complaints ................................................................................................................ 4
The College web site .................................................................................................................... 4
Collection notices ......................................................................................................................... 5
Code of practice ............................................................................................................................ 5
   FORM 1 – Standard Collection Notice ................................................................................... 6
   FORM 2 – Alumni Collection Notice ..................................................................................... 7
   FORM 3 – Employment Collection Notice .......................................................................... 8
   FORM 4 – Contractor / Volunteer Collection Notice .............................................................. 9

Faith Diligence Love
**Purpose**

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

**Scope**

This policy applies to board members, employers, employees, volunteers, parents/guardians, students, contractors and visitors to the College and describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed and how the information may be accessed.

Under the Privacy Act, the Australian 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 College and employee.

**Reference**

*Privacy Act 1988 (Cth)*  
*Privacy Amendment (Enhancing Privacy Protection) Act 2012*  
Child Protection Policy  
Disabilities Policy

**Review & version control**

This policy sets out how the College manages personal information provided to or collected. The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

The Principal is considered the owner of this policy.

A bi-annual review of this policy is recommended. The College, from time to time, may review and update this policy, subject to new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing environment.

**Collection of personal information**

The information collected and held by the College includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents/guardians before, during and after the students’ enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come in contact with the College.

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

The College may receive personal information about an individual from a third party, such as a report provided by a medical professional or a reference from another school.
Use of personal information

The College will use personal information of the students/s and parents/guardians for the primary purpose of collection. The College will also use the information for secondary purposes related to the primary purpose and as reasonably expected or to which the person concerned has consented.

In relation to personal information of the student/s and parents/guardians, the primary purpose is to enable the College to provide schooling for the student/s. This includes satisfying both the needs of parents/guardians and the needs of the student/s, throughout the period of the students’ enrolment at the College. The purpose of use of personal information of student/s and parents/guardians may include:

- to keep parents/guardians informed about matters related to the student’s education;
- day-to-day administration;
- looking after student/s educational, social and medical well-being;
- to satisfy Government reporting requirements;
- seeking donations and to assist in the marketing of the College; and
- 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 student or parent/guardian, if the information requested is not provided, 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.

In relation to personal information of job applicants, staff members and contractors, the primary purpose is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The College uses personal information of job applicants, staff members and contractors:

- to administer the individual’s employment or contract;
- for insurance purposes;
- seeking funds and marketing for the College; and
- to satisfy the College’s legal obligations.

The College 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.

The College treats marketing and the seeking of donations 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 organisation that assists in the College’s fundraising.

Parents/guardians, staff, contractors and other members of the wider College community may receive fundraising information from time to time. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Use of personal information

The College may, from time to time, engage outside agencies to assist in the day to day running of the College and to provide a better service to the parents/guardians, (ie Flexischools, School Seconds etc). The College will not share personal details with these agencies and recommend that the privacy policy of these agents be reviewed prior to supplying personal details.
Disclosure of personal information

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

• another school;
• government departments;
• medical practitioners;
• people providing services to the College including specialists, counsellors and coaches;
• recipients of College publications including newsletters and magazines;
• visitors to the College website;
• parents/guardians;
• anyone to whom a person authorises the College to disclose information; and
• anyone to whom the College is required to disclose the information to by law.

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. However, the College will not send personal information about an individual outside Australia without obtaining the consent or implied consent of the individual or otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Treatment of sensitive information

‘Sensitive information’ 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 that individual.

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

Management and security of personal information

The College staff are required to respect the confidentiality of student and parent/guardian personal information it collects and the privacy of individuals.

The College takes steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure including locked storage of paper records and password access rights to computerised records.

Updating personal information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update personal information held by contacting the College at any time.

The College will request that parent/guardian’s and volunteers update details annually.
Access and correction of personal information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds and to advise the College of any perceived inaccuracy. Students will generally be able to access personal information through the parents/guardians, however Senior students may seek access and correction personally. There are some exceptions to these rights set out in the applicable legislation.

To access personal information the College holds, a written request must be made to the Principal. If the College cannot provide the information requested advise will be made in writing explaining the reason/s for refusal.

The College may require the person to verify identity and specify the information required. The College may charge a fee to cover the cost to locate, retrieve, review and copy any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Access to personal information of students

The College respects a parent/guardian’s right to make decisions concerning the student’s education.

The College will refer any request for consent and notices in relation to the personal information of a student to the student’s parents/guardians. The College will treat consent given by parents/guardians as the consent on behalf of the student and notice to parents will act as notice to the student.

Parents/guardians may seek access to personal information held by the College, by making a written request to the Principal. Access to personal information may be denied by the College if the release of the information would have an unreasonable impact on the privacy of others or the release may result in a breach of the College’s duty of care to the student.

The College, at its discretion, may grant the student access to information held by the College about them, or allow the student to give or withhold consent to the use of personal information, independently of the parents/guardians. This would normally be done only when the maturity of the student and/or the student’s personal circumstances so warranted.

Enquiries & complaints

Should further information about the way the College manages personal information be required, or a complaint about a belief that the College has breached the Australian Privacy Principles contact the College Business Manager.

The College will investigate any complaint made and notify decision in relation to the complaint as soon as is practicable after the complaint has been received.

The College web site

The College website incorporates a Privacy Statement about information collected and how this information is used.

The College website will provide individuals with alternative means of providing personal information other than by telephone calls and written correspondence.

The College service provider will record each visit to the site and log the user’s server address, the user’s top level domain name, the date and time of the visit.

The information will be collected for statistical purposes only. No attempt will be made to identify users or their browsing activities except in the event of an investigation in which a law enforcement agency exercises a warrant to inspect the service provider’s logs.
The following text will appear on the College web site and on e-mail addresses when individuals e-mail the College:

The College service provider makes a record of any visit and logs server address, top level domain name and the date and time of the visit to this site. No attempt will be made to identify browsing activities except in the event of an investigation in which a law enforcement agency exercises a warrant to inspect the service provider’s logs.

The College will only record the e-mail address if a message is sent. The e-mail address will only be used for the purpose for which it is provided and will not be added to a mailing list. We will not the e-mail address for any other purpose nor disclose it, without consent.

Collection notices

A variety of collection notices will be used to ensure an individual is reasonably aware of privacy requirements in the Australian Privacy Principals and also to obtain consent for use/s and disclosure/s of personal information that may not be regarded as being for primary or secondary purposes to the collection.

The **Standard Collection Notice (FORM 1)** will be:
- reproduced in enrolment packages;
- contained in this Policy;
- located on the College’s website; and;
- printed in the Parent Handbook, given to all new and existing parents/guardians and updated bi-annually.

The **Alumni Collection Notice (FORM 2)** will be sent to all past students, where possible.

The **Employment Collection Notice (FORM 3)** will be sent to all job applicants with an acknowledgement of receipt of an application for employment at the College.

The **Contractor/Volunteer Collection Notice (FORM 4)** will be sent to all contractors (including instrumental music teachers) and volunteers. NB: *For volunteers the form is printed on the back of the Application for Volunteering & the Confirmation of Volunteering forms.*

Code of practice

All staff, who have access to personal information, need to read and abide by this policy. The policy is one of a list of College Policies that are presented to staff on employment and biannually.

Such training for teaching staff is monitored by the Principal and for general staff monitored by the Business Manager.
STANDARD COLLECTION NOTICE
FOR: Parents / Guardians of students

Protecting your privacy and the confidentiality of your personal information is important to us. The purpose of this notice is to make you aware of a range of matters relating to our ongoing collection, use and disclosure of your personal information and seek your consent for our use and disclosure of that information in the manner described below.

1. The College collects personal information, including sensitive information about students and parents/guardians before and during the students’ enrolment at the College, this may be in writing or orally. The primary purpose of collecting this information is to enable the College to provide education for your child and enable them to take part in all the activities at the College.

2. Some of the information we collect 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 the College require that certain information 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. We may ask you to provide medical reports about students from time to time.

5. From time to time the College may disclose personal and sensitive information for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes other schools, government departments, testing agencies, medical practitioners, and people providing services to the College including specialists, visiting teachers, coaches, volunteers and counsellors.

6. If we do not obtain your personal information we may not be able to enrol or continue the enrolment of your child.

7. Personal information collected from students is regularly disclosed to their parents/guardians.

8. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

9. On occasion, information such as academic and sporting achievements, student activities and other news and photos are published in College newsletters, magazines, year books, website, advertising and other promotional materials. If you do not agree with this you must advise us in writing immediately.

10. The College Privacy Policy sets out how parents/guardians may seek access to personal information collected about them and their child by writing to the Principal. Students may seek access to their own personal information. There will be occasions access is denied, such as where access would have an unreasonable impact on the privacy of others or result in a breach of the College’s duty of care to the student or where students have provided information in confidence.

11. The College Privacy Policy sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

12. The College engages in fundraising activities from time to time. Information received from you may be used to make an appeal to you or disclosed to organisations that assist the College’s fundraising, solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes, without your consent.

13. We may include your contact details in a class list or College directory. If you do not agree with this you must advise us in writing immediately.

14. If you provide the 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 the College and that they can access that information if they wish and that the College does not usually disclose that information to third parties.

15. The information provided by an overseas student to the College may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice.

IMPORTANT: Unless and until you advise us in writing that you do not consent to our use and disclosure of your personal information in the manner described in this notice, we will act on the basis that we have your consent to each such use and disclosure.

For further information on the College's Privacy Policy or to view a copy please contact the Business Manager.
ALUMNI COLLECTION NOTICE

For Past Students

1. The Alumni Officer 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 the activities of Suncoast Christian College (‘the College’) and to keep alumni members informed about other members, reunions and past student events.

2. We must have that personal information to enable us to continue your association with the College.

3. 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 the College to assist in its fundraising activities. If you do not agree to this, please advise us now.

4. The College may publish details about you in its various publications and on the College’s website. If you do not agree to this you must advise us now.

5. The College Privacy Policy sets out how you may seek access to your personal information collected and how you may complain about a breach of privacy and how the College will deal with such a complaint.

6. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

7. If you provide personal information to us about other people, we encourage you to inform them of these matters.
EMPLOYMENT COLLECTION NOTICE

All job applicants and unsolicited CV’s

1. In applying for this position you will be providing Suncoast Christian College (“the College”) with personal information. We can be contacted by mail at PO Box 5254 SUNSHINE COAST MC 4560 or email at info@suncoastcc.qld.edu.au, or telephone (07) 5451 3600.

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 if your application is unsuccessful in case another position becomes available.

3. You may seek access to your personal information that we hold about you. There will be occasions when access to that information is denied, particularly if such access would have an unreasonable impact on the privacy of others.

4. We will not disclose this information to a third party without your consent.

5. For job applicants who are not teachers we are required to collect information as to whether you are or have been the subject of an Apprehended Violence Order or committed certain criminal offences under Child Protection Law.

6. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and that they can access that information if they wish and that the College does not usually disclose the information to third parties but that we may store their information for up to 12 months.
CONTRACTOR / VOLUNTEER COLLECTION NOTICE

For all contractors and volunteers

1. In applying to provide your services you will be providing Suncoast Christian College (‘the College’) with personal information. We can be contacted at PO Box 5254 SUNSHINE COAST MC 4560, info@suncoastcc.qld.edu.au, (07) 5451 3600.

2. If you provide us with personal information, 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 the term of your contract and thereafter, as required by the College.

4. The College Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.

5. You may seek access to your personal information that we hold about you. There will be occasions when access is denied, particularly if such access would have an unreasonable impact on the privacy of others.

6. We will not disclose this information to a third party without your consent.

7. For contractors or volunteers who are not teachers we are required to collect information as to whether they are or have been the subject of an Apprehended Violence Order or committed certain criminal offences under Child Protection Law.

8. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

9. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and that they can access that information if they wish and that the College does not usually disclose the information to third parties but that we may store their information for up to 12 months.