

## PRIVACY POLICY

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*This Policy and Procedure is in compliance with the Commonwealth Privacy Act*

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### Overview

This Policy outlines how Anglican Schools Commission International (ASCI) use and manage personal information provided to, or collected by, them in compliance with the National Privacy Principles contained in the Commonwealth Privacy Act. The schools may, from time to time, review and update this policy to take account of new laws, new technology, and changes to the schools' operations and practices to make sure it remains appropriate.

### Policy

Personal and sensitive information is collected on Application and Enrolment Forms during pre-enrolment, and during a student's enrolment. This is done under the authority of the ESOS Act 2000, the ESPRA Act 2001, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information may also be collected through meetings and interviews, correspondence (including electronic forms of communication), telephone calls, and/or third parties such as a medical professional, religious professional, or through references from other schools or persons.

Information changes, and/or any suspected breach of a student's visa conditions, can be provided to the Australian Government and designated authorities, including, if relevant, the Tuition Protection Services. In other instances, information can be disclosed without your consent, where authorised or required, by law.

ASC International may share personal information with ASC schools and other third party providers for the purposes of enrolment and student visa compliance. The Schools use personal information for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose, and where it can be reasonably expected to do so, or for which consent is given.

The purposes for which the Schools collect personal information is:

- To keep parents/local carers/homestay hosts informed about matters relating to a student's schooling;
- For day to day administration of the Schools;
- In the interests of a student's educational, social and medical wellbeing;
- To meet the Schools' legal obligations; for example, in relation to child protection legislation.
- To inform Government departments as required by law;
- To inform medical practitioners where necessary;
- To inform another School or College, in the case of transfer of a student;
- To inform any person for whom the Schools have been given permission to disclose information.

The Schools reserve the right to publish, for marketing and promotional purposes, credits and awards achieved by students, including the names of the recipients; and photographic images of students, teachers and staff taken during any school-related activities.

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The Schools take care to protect the confidentiality of its records by password protocol rights to electronic records; and access to hard copy records restricted to authorised personnel.

The Schools endeavour to ensure that all personal information held is accurate, complete and up-to-date. Individuals have the right to access personal information held about them and to advise the school of any perceived inaccuracy. Requests to access personal information should be made, in writing, to the Principal. There may be circumstances when such access is denied – such occasions would include circumstances in which the release of information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Schools’ duty of care to a student.

<b>Authority:</b>	<b>Director of International Programs</b>
<b>Reviewed:</b>	<b>July 2016</b>
<b>Approved:</b>	<b>Director of International Programs</b>