

## PRIVACY POLICY

This Privacy Policy sets out how Matthew Flinders Anglican College ('the College') uses and manages personal information provided to or collected by it, and contact details in the event of any privacy concerns. The

Sensitive information is a type of personal information including information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious belief or affiliation, philosophical belief, membership of a professional or trade association, membership of a trade union, sexual preference or practice, criminal record, health information and biometric information about an individual.

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Further purposes for which the College uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract;
- for insurance purposes;
- in seeking funds and marketing for the College; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

#### Volunteers

The College collects, uses, holds and discloses personal information about volunteers who assist the College in its functions or who conduct associated activities, such as serving in alumni associations that enable the College and volunteers to effectively work together. The College may also collect information in relation to child protection legislation and working with children checks in order to satisfy legal obligations.

#### Marketing and fundraising

The College collects, uses, holds and discloses personal information about individuals who are interested in the College's products and services, such as the purchase of goods and services, and the use of such information to contact individuals for marketing and fundraising purposes.

Marketing



the Principal. The College will investigate any complaint and will notify the complainant of the making of a decision as soon as is practicable after it has been made.

If you remain unsatisfied with the way in which we have handled a privacy issue, you may approach an independent advisor or contact the Office of the Australian Information Commissioner for guidance on alternative courses of action which may be available.

The College's website may contain links or references to other websites to which this Privacy Policy may not apply. You should review the Privacy Policy of each of those websites and assess whether those policies are acceptable to you before using those websites.

The College may, from time-to-time, review and update this to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

1. Matthew Flinders Anglican College (the College) collects personal information, including sensitive information and health information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to allow the College to exercise its functions and activities and ultimately enables the College to provide schooling for your child.
2. The information the College collects is to satisfy our legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain Public Health and Child Protection laws governing or relating to the operation of schools require that certain information is collected and, in some circumstances, disclosed.
4. 'Sensitive Information' includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.
5. 'Health Information' is information or an opinion about the health or disability of an individual and information collected to provide, or in providing a health service and

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