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Purpose:	Northpine Christian College operating under the Seventh-day Adventist Schools (South Queensland) Limited is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the school and describes how the school uses and manages personal information provided to or collected by it.	
Scope:	The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the school site; and describes the type of information the school collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.	
References:	<ul style="list-style-type: none"> • Australian Privacy Principles • Privacy Act 1988 (Cth) • Privacy Amendment (Enhancing Privacy Protection) Act 2012 • Privacy Compliance Manual April 2023 (Association of Independent Schools) • Child Protection Policy • Disabilities Policy 	
Authorised by:	Principal	Date: 24 May 2023
Review Date:	Annually	Next Review Date: Term 3 - 2024
Policy Owner:	Northpine Christian College operating under the Seventh-day Adventist Schools	

Under the Privacy Act 1988, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to Northpine Christian College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the college and employee.

This Privacy Policy sets out how Northpine Christian College manages personal information provided to or collected by it. Northpine Christian College is bound by the Australian Privacy Principles contained in the Privacy Act.

Northpine Christian College 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.

The type of information the school 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**

actions connected with education our students.

In relation to personal information of students and parents, Northpine Christian College's primary purpose of collection is to enable the college to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school. This includes satisfying the needs of parents, the needs of the students and the needs of the college throughout the whole period the student is enrolled at the school.

assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals

Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

What must the school do in the event of an 'eligible data breach'?

If Northpine Christian College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the college will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the school entity will also notify the affected individuals. If it is not practicable to notify the affected individuals, the school will publish a copy of the statement on its website or publicise it in another manner.

Exception to notification obligation

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result

Standard Collection Notice

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Alumni Association Collection Notice

1. [The Alumni Association/We] 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 our activities and the activities of Northpine Christian College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of [the Alumni Association].
3. As you know, 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 Northpine Christian College to assist in its fundraising activities.] [If you do not agree to this, please advise us now.]
4. [The Alumni Association/We] may publish details about you in our school magazine [and our/the school's website]. If you do not agree to this, you must advise us now.
5. The School's Privacy Policy contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the APPs.
6. The school 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 personal information to us about others, we encourage you to inform them of the above matters.

** If applicable, see School Privacy Policy*

Employment Collection Notice

1. In applying for this position, you will be providing Northpine Christian College with personal information. We can be contacted 29 Hughes Road East, Dakabin or office@northpine.qld.edu.au; Ph: (07) 3204 6511.
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 on file if your application is unsuccessful in case another position becomes available.
3. The School's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. 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.
4. We will not disclose this information to a third party without your consent unless otherwise permitted. We usually disclose this kind of information to the following types of organisations [insert list e.g. support vendors that provide services around student administration systems].
5. [We are required to [conduct a criminal record check] collect information [regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences] under Child Protection laws*]. We may also collect personal information about you in accordance with these laws. *
6. The school 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 school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties*

** If applicable, see School Privacy Policy.*

Contractor/Volunteer Collection Notice

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