

PRIVACY POLICY

AL SIRAAT COLLEGE INC

Association No. A0051356N
ABN 96 957 841 991

A registered independent school under the Education Training and Reform Act 2006 (Vic)

A registered charity with the Australian Charities and Not-for-profits Commission

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1 PURPOSE

Al Siraat College values the privacy of every person and is committed to protecting information that the College collects.

All staff including contractors, service providers and volunteers of the College, must comply with Victorian privacy law and this policy.

In Al Siraat College the management of 'personal information' and 'health information' is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2001 (Vic) (collectively, Victorian privacy law).

This policy explains how our college collects and manages personal and health information, consistent with Victorian privacy law.

2 DEFINITIONS

Personal information is information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information or opinion – that is recorded in any form. For example, a person's name, address, phone number and date of birth (age). De-identified information about students can also be personal information.

Health information is information or opinion about a person's physical, mental or psychological health or disability, that is also personal information – whether in writing or not. This includes information or opinion about a person's health status and medical history, immunisation status and allergies, as well as counselling records.

Sensitive information is information or opinion about a set of specific characteristics, including a person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices; or criminal record. It also includes health information.

3 WHAT INFORMATION IS COLLECTED

Our college collects the following type of information:

- information about students and their families, provided by students, their families and others.
- information about job applicants, staff, volunteers and visitors; provided by job applicants, staff members, volunteers, visitors and others.

4 HOW THIS INFORMATION IS COLLECTED

Our college collects information in a number of ways, including:

- in person and over the phone: from students and their families, staff, volunteers, visitors, job applicants and others
- from electronic and paper documentation: including job applications, emails, invoices, online enrolment forms, letters to our college, consent forms (for example: enrolment, excursion (at)-34 (

- for insurance purposes, including public liability and WorkCover
- to fulfil various legal obligations, including employment and contractual obligations, occupational health and safety law and to investigate incidents
- to respond to legal claims against our college/the Department.

6 WHEN INFORMATION IS USED OR DISCLOSED

Our college uses or discloses information consistent with Victorian privacy law, as follows:

- For a primary purpose – as defined above
- For a related secondary purpose that is reasonably to be expected – for example, to enable the college council to fulfil its objectives, functions and powers
- With notice and/or consent – including consent provided on enrolment and other forms (the information collected will not be disclosed beyond the Department of Education and Training without consent, unless such disclosure is lawful)
- When necessary to lessen or prevent a serious threat to:
 - a person's life, health, safety or welfare
 - the public's health, safety or welfare
- When required or authorised by law – including as a result of our duty of care, anti-discrimination law, occupational health and safety law, child wellbeing and safety law, reporting obligations to agencies such as the Department of Health and Department of Families, Fairness and Housing and complying with tribunal or court orders, subpoenas or search warrants
- To investigate or report unlawful activity, or when reasonably necessary to do so

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