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Policy Scope and Objectives

At Emmanuel College we recognise that your privacy is very important. We may collect and hold personal information concerning staff, students and others as a consequence of our teaching, pastoral and administrative functions. By personal information we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained. Our Privacy Policy is in accordance with the Commonwealth Privacy Act 1988, as amended, and is based on the Australian Privacy Principles outlined in the Privacy Amendment (Enhancing Private Protection) Act 2012 (Cth). Our Privacy Policy also complies with State legislation in relation to the collection and use of health information, where such legislation is applicable in addition to the Commonwealth Act.

We reserve the right to change our Privacy Policy at any time. If we change our Privacy Policy, we will take reasonable steps to bring those changes to your attention.

We believe that this Statement will address any potential concerns you may have about how personal information you provide to Emmanuel College is collected, held, used, corrected, disclosed and transferred. You can obtain more information, upon request, about the way we manage the personal information that we hold. If you seek any further information please contact us in one of the ways set out below.

Additionally, all Board and staff members of Emmanuel College will be required to sign an undertaking that they are familiar with these principles and will apply same in their handling of private and confidential information. A copy of this undertaking of confidentiality is contained in the Forms section (p.11).

Collection

We will only collect information that is necessary for what we do

1.1 Emmanuel College will not collect personal information unless the information is necessary for one or more of its functions or activities.

In the course of our activities we collect and hold personal information about present students, their parents/guardians, alumni, staff and other individuals. This information is required to assist the College in providing courses of study and services which enable us to fulfil our mission.

We will be fair in the way we collect information about you

1.2 We will only collect personal information from you by lawful and fair means, without being unreasonably intrusive. Where reasonable and practicable we will only collect personal information about an individual from that individual.

We will tell you who we are and what we intend to do with information about you

1.3 At or before the time (or, if that is not practicable, as soon as practicable after) Emmanuel College collects personal information about an individual from the individual, it will take reasonable steps to ensure that the individual is aware of:

- (a) The identity of Emmanuel College and how to contact it; and
- (b) The fact that he or she is able to gain access to the information; and
- (c) The purposes for which the information is collected; and
- (d) The organisations (or the types of organisations) to which Emmanuel College usually discloses information of that kind; and
- (e) Any law that requires the particular information to be collected; and
- (f) The main consequences (if any) for the individual if all or part of the information is not provided.

Where practicable, we will collect personal information directly from you

1.4 If it is reasonable and practicable to do so, Emmanuel College will collect personal information about an individual only from that individual.

If we collect information about you from someone else we will, wherever possible, make sure you know we have done this

1.5 In some circumstances, we may be provided with personal information about an individual from a third party, for example, by a present student about a parent. If we collect personal information about an individual from someone else, we will take reasonable steps to notify that individual that the information has been collected, the purpose of its collection, the main consequences if the information is not provided and about rights of access to the information.

Sensitive Information

1.6 Emmanuel College will collect sensitive information about an individual only if:

- (a) the individual consents to the collection of the information; and
- (b) the information is reasonably necessary for Emmanuel College to conduct its activities.

Use and disclosure

We will only use or disclose information about you in ways that are consistent with your expectations or are required in the public interest

2.1 Personal information concerning enrolled students may be provided to the University of Queensland and designed authorities such as government departments, Centrelink and others as required.

You should be aware that others receiving this information may not have privacy policies equivalent to ours, but unless you inform us to the contrary we will assume that we do have your consent to provide such information to other selected parties.

Your personal information will only be used further when you consent to us using that information for another purpose, or where it is permitted or required by law, or where we reasonably believe it is necessary on health or public safety grounds or desirable on other grounds to use the information for another purpose.

Personal information supplied to Emmanuel College may be used by its staff in conducting the business of the Emmanuel College. Such uses include matters related to student administration, provision of services and the dissemination of information to staff, prospective and current students and remaining in contact with people who have had an affiliation with us.

Examples of instances when personal information about you may be disclosed are:

- informing UQ Sport for purposes of Lifestyle Packages and sporting memberships;
- providing student details to Cymax Pty Ltd for access to IT infrastructure and systems;
- informing Centrelink of your enrolment details if you are in receipt of payments;
- releasing statistical information to the Department of Immigration and Citizenship (DIAC);
- releasing statistical information to the Department of Education, Employment and Workplace Relations (DEEWR);
- releasing statistical information to the Office of Training and Tertiary Education;
- informing the Australian Taxation Office of your taxation liabilities;
- check aspects of your immigration status in Australia through DIAC's Visa Entitlement Verification Online (VEVO) system;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence; and
- publishing names, news and photos of current students, alumni and friends of the College.

Paragraph 2.1 does not override any existing legal obligations not to disclose personal information. Nothing in paragraph 2.1 requires Emmanuel College to disclose personal information; Emmanuel College is always entitled not to disclose personal information in the absence of a legal obligation to disclose it.

2.2 If Emmanuel College uses or discloses personal information under paragraph 2.1, it will make a written note of the use or disclosure.

Data quality

We will endeavour to ensure that information about you is accurate when we collect or use it

Emmanuel College will take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date. Information is collected annually as part of its Minimum Data Set survey. This information is verified on a regular basis through confirmatory checks with individual practices medical practices.

Data security

We will keep information about you secure

- 3.1 Emmanuel College will take reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.
- 3.2 Emmanuel College will take reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose.

Openness

We will be open with you about what kinds of personal information we hold and what we do with it

- 4.1 Emmanuel College will set out in a document clearly expressed policies on its management of personal information. This policy will be available to anyone who asks for it.
- 4.2 On request by a person, Emmanuel College will take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information.

Access and correction

Wherever possible we will let you see the information we hold about you and correct it if it is wrong

- 5.1 If Emmanuel College holds personal information about an individual, it will provide the individual with access to the information on request, except to the extent that:
 - (a) Providing access would pose a serious and imminent threat to the life or health of any individual; or
 - (b) Providing access would have an unreasonable impact upon the privacy of other individuals; or
 - (c) The request for access is frivolous or vexatious; or
 - (d) The information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings; or
 - (e) Providing access would reveal the intentions of Emmanuel College in relation to negotiations with the individual in such a way as to prejudice those negotiations; or
 - (f) Providing access would be unlawful; or
 - (g) Denying access is required or authorised by or under law; or
 - (h) Providing access would be likely to prejudice an investigation of possible unlawful activity; or
 - (i) Providing access would be likely to prejudice:
 - (i) The prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction or breaches of a prescribed law; or
 - (ii) The enforcement of laws relating to the confiscation of the proceeds of crime; or
 - (iii) The protection of the public revenue; or

- (iv) The prevention, detection, investigation or remedying of seriously improper conduct or prescribed conduct; or
- (v) The preparation for, or conduct of, proceedings before any court or tribunal, or implementation of its orders;

By or on behalf of an enforcement body; or

- (j) An enforcement body performing a lawful security function asks Emmanuel College not to provide access to the information on the basis that providing access would be likely to cause damage to the security of Australia.

5.2 Where providing access would reveal evaluative information generated within Emmanuel College in connection with a commercially sensitive decision-making process, Emmanuel College may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.

Note: Emmanuel College breaches subclause 5.1 if it relies on subclause 5.2 to give an individual an explanation for a commercially sensitive decision in circumstances where subclause 5.2 does not apply.

5.3 If Emmanuel College is not required to provide the individual with access to the information, Emmanuel College will, if reasonable, consider whether the use of mutually agreed intermediaries would allow sufficient access to meet the needs of both parties.

5.4 If Emmanuel College charges for providing access to personal information, those charges:

- (a) will not be excessive; and
- (b) will not apply to lodging a request for access.

5.5 If Emmanuel College holds personal information about an individual and the individual is able to establish that the information is not accurate, complete and up to date, Emmanuel College will take reasonable steps to correct the information so that it is accurate, complete and up to date.

5.6 If the individual and Emmanuel College disagree about whether the information is accurate, complete and up to date, and the individual asks Emmanuel College to associate with the information a statement claiming that the information is not accurate, complete or up to date, Emmanuel College will take reasonable steps to do so.

5.7 Emmanuel College will provide reasons for denial of access or a refusal to correct personal information.

Should you require access to the personal information we have about you on the Emmanuel College database, please contact the Emmanuel College General Manager - Finance and Operations.

Identifiers

We will limit our use of identifiers that government agencies have assigned to you

6.1 We will not adopt as our own any identifiers that you may provide to us, such as TFNs or Medicare numbers, unless the assignment of identifiers is necessary to enable us to carry out any of our functions efficiently.

6.2 Emmanuel College will not use or disclose an identifier assigned to an individual by an agency, or by an agent or contracted service provider mentioned in paragraph 6.1, unless:

- (a) The use or disclosure is necessary for the organisation to fulfil its obligations to the agency; or
- (b) One or more of paragraphs 5.1(e) to 5.1(f) (inclusive) apply

Transborder data flows

If it becomes necessary for Emmanuel College to transfer private information to a third party, we will take all steps required to protect your privacy.

- 7.1 Emmanuel College may transfer personal information to a third party only if:
- (a) Emmanuel College reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles that are substantially similar to the Australian Privacy Principles; or
 - (b) The individual consents to the transfer; or
 - (c) The transfer is necessary for the performance of a contract between the individual and Emmanuel College, or for the implementation of pre-contractual measures taken in response to the individual's request; or
 - (d) The transfer is necessary for the conclusion or performance of a contract concluded in the interest of the individual between Emmanuel College and a third party; or
 - (e) All of the following apply:
 - (i) The transfer is for the benefit of the individual;
 - (ii) It is impracticable to obtain the consent of the individual to that transfer;
 - (iii) If it were practicable to obtain such consent, the individual would be likely to give it; or
 - (f) Emmanuel College has taken reasonable steps to ensure that the information that it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the Australian Privacy Principles.

Changes to our privacy policy

Emmanuel College will occasionally update this Privacy Policy as necessary to maintain the highest protection for clients and to comply with a changing environment or Commonwealth regulations. It is important that you are aware of and understand our current policy.

Definitions

For the purpose of this policy:

Collection includes information the organisation receives directly from the individual as well as information about an individual an organisation receives from somebody else. It also includes information that an organisation comes across by accident or has not asked for but nevertheless keeps.

Sensitive Information includes information about an individual's race or ethnic origin, political opinions, religious beliefs or affiliations, memberships of political associations, philosophical beliefs, membership of professional or trade associations, membership of a trade union, sexual orientation or practices, criminal record, health information, genetic information and biometric information.

Confidential Information includes any information, document, record, material or thing which has come into the possession, power, custody or control of a board or staff member of Emmanuel College in the course of discharging his/her duties.

Document includes any paper or other material on which there is writing; and any paper or other material on which there are marks, figures, symbols or perforations having a meaning for a person qualified to interpret them; and any disc, tape or other article or any material from which sounds, images, writings or messages are capable of being reproduced (with or without the aid of any other article or device);

Identifier includes a number assigned by Emmanuel College to an individual to identify uniquely the individual for the purposes of Emmanuel College's operations. However, an individual's name or ABN (as defined in the A New Tax System (Australian Business Number) Act 1999) is not an identifier.

Information includes information stored or recorded by means of a computer;

Record includes any material or collection of data in whatever form it is held, including in books, documents, papers, writings or visual representation or on film, disc, tape, perforated roll or other device in which visual representations or sounds are embodied so as to be capable of reproduction therefrom, with or without the aid of another process or instrument.

Related Resources

E Mail Disclaimer:

The following attachment shall be added to all Emmanuel College staff emails:

Confidential Communication

The information contained in this email is confidential and may be subject to professional privilege. It is intended solely for the addressee. If you receive this email by mistake please promptly inform us by reply email and destroy printed copy. You must not disclose or use in any way the information in the email. There is no warranty that this email is error or virus free. It may be a private communication and if so, does not represent the views of Emmanuel College. If it is a private communication, care should be taken in opening it to ensure that undue offence is not given.

Internet Disclaimer:

In order to ensure that people accessing the Emmanuel College website are aware of the information that is gathered by Emmanuel College server, the following information will appear on the Emmanuel College website. No information collected by the web server will be used for any purpose other than tracking access to the website.

When you look at this website, our Internet Service Provider makes a record of your visit and logs the following information for statistical purposes:

- your server address
- your top level domain name (for example .com, .gov, .au, .uk etc)
- the pages you accessed and documents downloaded
- the previous site you have visited
- the type of browser you are using.

Access to information collected

Emmanuel College will not make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect our Internet Service Provider's logs.

Use of information collected

Email addresses will only be used for correspondence with the sender. They will not be added to a mailing list or used for any other purpose without your consent.

Cookies

Our Internet Service Provider has assured us that no cookies are employed on this website except for those associated with the search engine. The website statistics for this site are generated from the web logs

Upon closing your browser no personal information is maintained which might identify you should you visit our website at a later date.

Cookies can be either "persistent" or "session" based. Persistent cookies are stored on your computer, contain an expiration date, and may be used to track your browsing behaviour upon return to the issuing website. Session cookies are short-lived, are used only during a browsing session, and expire when you quit your browser.

Emmanuel College Privacy Policy for Job Applicants: Information handling and storage

EMMANUEL COLLEGE

If you are applying for a position with Emmanuel College you will be asked to provide personal information for our records, such as your personal address and contact details, date of birth, emergency contacts and any relevant health issue we should be aware of that could affect yourself or other staff during the tenure of your employment with us. If you do not provide us with this information, we will not be able to assess your employment application.

We will hold your resume, application form, and any references conducted as part of assessing your employment application on file with our General Manager - Finance and Operations. If you do not become an employee, you will have the right to access the personal information we hold about you. If you do become an employee, however, your access rights are limited to information not relating to your employment. Please ask us if you have any questions about this issue.

All of the above information will be kept confidential at all times. It will be used for the purposes of managing your employment with us, and will be held by our General Manager - Finance and Operations during the period of your employment, and for 7 years following the termination of the contract of your services. The information will be stored securely and at the end of the above-mentioned period, will be destroyed by secure destruction methods.

Please feel free to contact us if you have any questions or concerns about the treatment of your personal details by our organisation, or alternatively, please refer to our privacy policy located on our website.

EMMANUEL COLLEGE Privacy Statement

Protecting the Privacy of your Personal Information

In complying with the Commonwealth Privacy Act 1988, as amended, and the Australian Privacy Principles outlined in the Privacy Amendment (Enhancing Private Protection) Act 2012 (Cth), Emmanuel College has developed a Privacy Policy that governs its handling of personal information.

Personal information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Our Privacy Policy governs:

- what personal information is being collected;
- who is collecting personal information;
- how personal information is used;
- to whom and under what circumstances personal information is disclosed; and
- how personal information is stored.

In most circumstances, Emmanuel College will:

- only collect personal information about you with your consent (unless legally required or authorised to do otherwise);
- collect your personal information directly from you (where possible and practicable);
- only collect personal information about you that is necessary and relevant to the functions and/or programs of Emmanuel College;
- use staff to collect your information who are appropriately trained and have a specific role in the purpose for which your personal information is being collected;
- only use your personal information for the purpose for which it is collected or for a directly related secondary purpose that you would expect your personal information to be used for (unless legally required or authorised to do otherwise);
- provide you with access to your personal information (unless legally required or authorised to do otherwise). A small but reasonable administration fee may be levied to provide such access;
- only disclose your personal information to a third party with your consent, or where you expect such disclosure, or where we are legally required or authorised to do so;
- take reasonable steps to keep your personal information complete, current and accurate;
- take reasonable steps to ensure personal information about you is kept secure.

Confidentiality Agreement

I have read the Australian Privacy Principles as contained in the Privacy Act, 1988 (Cwlth), (as amended 2012) and agree to apply these principles regarding the confidentiality of data and documents to which I have access in my capacity as a Council/staff/Student or Wing Leader member of Emmanuel College.

Further, I agree that:

1. All confidential material will be kept in a secure place and will not be left in any position where persons other than Emmanuel College staff/Council members may have unauthorised access to it.
2. Data held on electronic media will be kept appropriately secure with concern for physical unauthorised access and password security
3. No data, other than freely accessible public domain material, will be disclosed to any person outside of Emmanuel College except to satisfy legal or contractual requirements with funding bodies/partners.
4. Failure to comply the above provisions will be considered a breach of my employment contract and will be referred to the Emmanuel College Provost & CEO for corrective action.