



Privacy Policy Statement

In the course of Aitken College's activities, we manage and protect personal information in accordance with the Privacy Act 1988 (Cth) and the 13 Australian Privacy Principles (APPs) as well as the requirements of the Health Records Act (Vic).

We may collect personal information from an individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant, alumni, visitors or others that come into contact with the school. Generally, we will seek consent from the individual in writing before we collect their sensitive information.

We only collect sensitive information if it is reasonably necessary and we have the individual's consent, to lessen or prevent a serious threat to life, health or safety, or another permitted situation. We may share sensitive information to other entities in our organisation structure for primary purposes. Our primary purpose is for the College to provide our products or services which includes an education and support.

Aitken College stores Personal Information in a variety of formats including databases, hard copy files, personal devices, including laptop computers, third party storage providers such as cloud storage facilities and paper based files.

Aitken College takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

Aitken College will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

The College may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- o government departments;
- o third party service providers that provide online educational and assessment support services or applications (apps), which may include email and instant messaging;
- o another College to facilitate the transfer of a student;
- o medical practitioners, and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- o assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- o people providing administrative and financial services to the College;



o anyone you authorise the College to disclose information to; and

o anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

Personal information about an individual may be disclosed to an overseas organisation in the course of providing our services, for example when storing information with a “cloud service provider” which stores data outside of Australia or to facilitate a school exchange.

At Aitken College we take a common-sense approach to dealing with a student’s personal information and generally will refer any requests for personal information to a student’s parents/carers. We will treat notices provided to parents/carers as notices provided to students and we will treat consents provided by parents/carers as consents provided by a student.

There may also be occasions where parents/carers are denied access to information with respect to their children, because to provide such information would have an unreasonable impact on the privacy of others, or result in a breach of the school’s duty of care to the student.

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up-to-date, including at the time of using or disclosing the information.

If Aitken College becomes aware that the Personal Information is incorrect or out of date, we will take reasonable steps to rectify the incorrect or out of date information.

You may submit a request to us to access the personal information we hold, or request that we change the personal information. Upon receiving such a request, we will take steps to verify your identity before granting access or correcting the information.

You can make a complaint about how Aitken College manages personal information, including a breach of the APPs or the Health Privacy Principles, by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we make seek further information in order to provide a full and complete response.

If you are not satisfied with our response, you may refer the complaint to the OAIC. A complaint can be made using the OAIC online Privacy Complaint form or by mail, fax or email. A referral to OAIC should be a last resort once all other avenues of resolution have been exhausted.

Aitken College can be contacted about its Privacy Policy or about personal information generally, by:

- Emailing admin@aitkencollege.edu.au
- Calling (03) 9333-9100
- Writing to our Privacy Officer at 1010 Mickleham Road, Greenvale VIC 3059

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so. This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website (www.aitkencollege.edu.au) regularly for any changes.

For the Aitken College Credit Policy please contact the college at admin@aitkencollege.edu.au.



Revision History

| Version | Date | Reviewed/Updated by (name) | Position/Title |
|---------|------------|----------------------------|--------------------|
| 1 | 07/03/2018 | Kim Forward | Deputy Principal |
| 1.1 | 27/03/2019 | Josie Crisara | Principal |
| 2 | 11/4/2019 | Josie Crisara | Principal |
| 3 | 06/11/2019 | Amy Schembri | Compliance Manager |
| 4 | 19/03/2020 | Kim Forward | Deputy Principal |