



# Privacy of Information

Board Policy 5.1	First Issued	19/3/06
	Last Review and Approved	10 Jun 2020
	Next Review Due	2022

## 1. Introduction

- 1.1. Citipointe Christian College is first and foremost a Christian School. Citipointe Christian College understands the divine power of honour and the importance of showing proper respect to everyone (1 Peter 2:17). By having strong principles of privacy the College is honouring the Citipointe College Community.
- 1.2. Privacy as an ethical principle predates the codification of modern privacy laws with the concept being addressed in Biblical literature. Leviticus 19:16 states “You shall not go around as a slanderer among your people”. While this does not explicitly address privacy but forbids gossip, the concept of gossip is that it is a breach of privacy in that it is the act of publicising one person’s personal information and affairs without his knowledge or consent. In forbidding such practice, Leviticus 19:16 understands a pre-existing principle valuing privacy.<sup>1</sup>
- 1.3. Principles of accidental breaches of privacy are also addressed in Biblical literature with Hebrew scholars building laws based on biblical examples of incidental breaches of privacy such as the case when David sights Bathsheba bathing by chance, invading a private affair. The tractate Baba Bathra, states that adjacent properties should have walls separating them and that windows and doors of adjacent properties must not allow residents to visually invade the privacy of their neighbours<sup>2</sup>. This was to safe guard a person from accidental invading another person’s privacy.
- 1.4. While these examples are from antiquity the principle remains the same. The right to privacy is integral to laws regarding the control of information. This is particularly relevant in today’s technology and information age in which new devices and software make it ever easier to breach privacy.
- 1.5. With this being said the College recognises the importance of Privacy of Information not just from a secular legal point of view, but also from a desire to adhere to Citipointe’s Christian Worldview and remain, at all times, in line with the vision, mission and values of the College.

## 2. Purpose

- 2.1. This policy outlines the Board’s and the College’s commitment to protecting the privacy of personal information that is collected by or provided to the College.

## 3. Scope of the Policy

- 3.1. This policy applies to all College Board members, all staff, external coaches, volunteers, trainees, students and parents, including but not limited to, paid non-teaching employees, pre-service teachers, contracted sport coaches, tutors.

<sup>1</sup> Glass, Benjamin and Cahn, E. Susanna (2017) "Privacy Ethics in Biblical Literature," *Journal of Religion and Business Ethics*: Vol. 3, Article 6. p7

<sup>2</sup> Baba Bathra 2b, 59a, 60a (c450-c550AD)

## 4. Policy

4.1. The policy ensures that the collection and usage of information for the management of College activities and for student welfare is in accordance with the Privacy Act 1988 (Cth), the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Qld) and the Australian Privacy Principles.<sup>3</sup>

### 4.2. Classification of Information<sup>4</sup>

4.2.1. The Privacy Act 1988 (Privacy Act) regulates how personal information is handled.

4.2.2. The Privacy Act defines personal information as:

“...information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable. Common examples are an individual’s name, signature, address, telephone number, date of birth, medical records, bank account details and commentary or opinion about a person”.

4.2.3. Sensitive information is a type of personal information and includes information about:

- a. an individual’s racial or ethnic origin
- b. health information
- c. political opinions
- d. membership of a political association, professional or trade association or trade union
- e. religious beliefs or affiliations
- f. philosophical beliefs
- g. sexual orientation or practices
- h. criminal record
- i. genetic information
- j. biometric information that is to be used for certain purposes
- k. biometric templates

4.3. **Data Collection**- Information is subdivided into 2 categories: solicited information and unsolicited information.

4.3.1. The College collects and hold personal and sensitive information about:

- a. Students and parents and/or guardians (hereinafter referred to as “parents”) before, during and after the course of a student’s enrolment at the College;
- b. Job applicants, staff members, volunteers and contractors; and
- c. Other people who come into contact with the College

4.3.2. **Solicited information** is collected by way of forms filled out by parents or students, face-to-face meetings, at interviews and in telephone calls and is strictly for the purpose of providing schooling for the individual at the College.

4.3.3. **Unsolicited information** received by the school may be destroyed unless legal obligations necessitate otherwise.

4.3.4. In some circumstances, the College may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school. If the College should require

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<sup>3</sup> The Australian Privacy Principle is a set of harmonised principles which replaces both the Information Privacy Principles (IPPs) that applied to Australian Government agencies and the National Privacy Principles (NPPs) that applied to some private sector organisations. <http://www.oaic.gov.au/>

<sup>4</sup> extracted from <http://www.oaic.gov.au/>

additional personal or sensitive information of the individual from a third party, an authorised consent (i.e. via the parents or guardian) will be obtained unless an implicit authority is already given.

- 4.3.5. The College may also collect **unsolicited information** by way of video surveillance which is a practice implemented to assist the College with security and student protection matters. The surveillance cameras are installed on College buses and at strategic locations around the campus. All video footage is stored and managed privately by the assigned **authorities and accessible for investigation purposes only in the event of an incident**. This footage may be released to enforcement agencies if required subject to compliance with Australian Privacy Principle 6<sup>5</sup>. The footage will be deleted or de-identified regularly to comply with APP 4.
- 4.3.6. The College is bound by the Australia Privacy Principles contained in the Commonwealth Privacy Act. The policy will be reviewed and updated in accordance with changes in legislative requirements and appropriateness to the College environment. The introduction of APPs do not negate the College's reasonable treatment of an employee record, where the treatment is directly related to a current or former employment relationship between College and employee.
- 4.3.7. In the current information age, we acknowledge that data may be collected via digital platforms such as Google Analytics, Wi-Fi connectivity, Internet of Things (IoT). The College may implement suitable and appropriate platforms to provide for the effective running of the College.

#### 4.4. Data Use (APP 6)

- 4.4.1. **Students and Parents:** The collection of personal information is for the primary purpose of enabling the College to provide schooling for the student. This information will be used to address the needs of parents and the student throughout the period of enrolment at the College. The use of personal information for non-College related activities is strictly prohibited.
- 4.4.2. The secondary purpose for which the College uses personal information of students and parents includes:
- a. To keep parents informed about matters related to their child's schooling through correspondence, newsletters and magazines;
  - b. Day-to-day administration;
  - c. Looking after students' educational, social and medical wellbeing;
  - d. Seeking donations and marketing for the College;
  - e. To satisfy the College's legal obligations and allow the College to discharge its duty of care.
- 4.4.3. **Full and frank disclosure of information** sought is necessary to the formation of a contractual relationship between the College and parents.
- 4.4.4. In some cases, where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

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<sup>5</sup> Here after referred as APP

4.4.5. **Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- a. In administering the individual's employment or contract, as the case may be;
- b. For insurance purposes;
- c. Seeking funds and marketing the College;
- d. To satisfy the College's legal requirements.

4.4.6. The Privacy Act does not protect employment history from enquiry or disclosure.

4.5. **Volunteers:** The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as our alumni association, to enable the College and the volunteers to work together.

#### 4.6. **Use of Information**

4.6.1. College-based Publications – College-based publications which include personal information, such as newsletters and magazines, will be provided to the college community.

4.6.2. Fundraising - The College regularly seeks funding support from its community to support its future growth and development with the intent to provide a high quality learning environment in which students and staff thrive. Consequently, personal information held by the College may be disclosed to an internal organisation such as the College's Cardo Foundation or alumni organisations that assist in the College's fundraising activities.

4.6.3. Marketing - Personal information provided by parents and staff will not be used in any form of direct marketing which is mutually exclusive to the core activity of the organisation. A separate consent will be sought for the identification of students prior to any marketing activity.

4.6.4. Parents and others may opt out of receiving funding and marketing information by writing to the College with the request.

#### 4.7. **Data Disclosure**

4.7.1. The College may disclose personal information, including sensitive information, held about an individual to:

- a. Another school;
- b. Government departments;
- c. Medical practitioners;
- d. People providing services to the College, including specialist visiting teachers and sports coaches;
- e. Recipients of College publications, such as newsletters and magazines;
- f. Parents; and
- g. Anyone you authorise the College to disclose information to.

4.7.2. Sending information overseas: The College will not send personal information outside Australia without first obtaining consent from the individual or the appropriate authorities (example: in the case of a minor, the consent may be from the parents or approved guardians) to comply with APP5.

4.7.3. For the purposes of storage of data external to Australia (e.g. by the Cloud) all reasonable steps will be taken to ensure security is safeguarded.

#### **4.8. Data Quality**

4.8.1. The College will aim to ensure that personal information that has been collected is accurate and up-to-date. To achieve this, the College will regularly review and update its database. An annual request for an update of personal information will be sent to all students and staff at the beginning of each academic year. Current changes can be requested by sending the updates via email to [mail@citipointe.qld.edu.au](mailto:mail@citipointe.qld.edu.au) or in person at the College reception. Identity verification may be required to ascertain the validity of the request.

#### **4.9. Data Security**

4.9.1. The College will take all possible measures to ensure that the information that it holds within its systems is protected from unauthorised access. Security measures include password lock cabinets, key locked drawers and security password access for digitally stored information within the College mainframe.

4.9.2. The College may engage a third party service provider for storage of data (example: Microsoft Cloud). These third party servers may be located outside of Australia. Due diligence will be exercised in the process to identify and engage providers who are reputable to provide secure facilities. The College will endeavour to ensure that information is held securely with these providers.

#### **4.10. Data Access**

4.10.1. An individual who wants to access personal information collected by the College for schooling can do so by submitting a written request to the Compliance Office at [mail@citipointe.qld.edu.au](mailto:mail@citipointe.qld.edu.au). The College will respond to the request within 10 working days. An administration charge may be levied for the extraction of the information.

4.10.2. The College will respond to the requestor with a written notification if the release of information is denied. The College has the prerogative to withhold the requested information if it has an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or will have a negative impact on law enforcement.

#### **4.11. Data Sensitivity**

4.11.1. Sensitive data is information relating to a person's racial or ethnic origin, political opinions, religion, sexual preferences, health information, family or marital circumstances and/or criminal record. This sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless it is otherwise agreed, or the use or disclosure is allowed by law.

## 5. Process

### 5.1. Privacy Breach

5.1.1. All breaches or suspected breaches of privacy are to be reported to the Principal and/or the Chief Information Officer or his delegate for immediate investigation and/or intervention. If the breach pertains to **eligible data**, the incident of the breach must be reported to the Privacy Commissioner within 30 days and to the police authority also, if it is of a criminal intent.

5.1.2. Eligible data includes personal information such as the following:

- a. Medicare numbers, health care numbers
- b. Financial account, salaries, leave details
- c. Debit/Credit card details
- d. Health condition e.g. mental illnesses, epilepsy, disability, HIV Aids
- e. Addresses and whereabouts of persons under protection orders
- f. Identity theft
- g. Threat to emotional wellbeing, humiliation
- h. Damage to reputation or relationship and
- i. Legal liability
- j. Photos and videos of school events
- k. Complaints

5.1.3. The Chief Information Officer and/or his delegate will ascertain the severity of the breach and initiate a system intervention to stop the breach from furthering and contain the damage. The Chief Information Officer will update the Principal on the severity of the breach and the response taskforce may be convened to take appropriate action in response to the breach.

5.1.4. However, if the breach is not system related, the incident is to be brought to the attention of the Compliance Office and/or Principal. Likewise, an investigation will be initiated to ascertain the severity of the breach and the degree of harm to students, staff and/or their families. It is the prerogative of the Principal to activate the response taskforce to mitigate the risk that arises from the breach.

5.1.5. The Principal (or his delegate) is responsible to report the security and privacy breach to the College Board and the Governing Body, INC. The response team will collaborate on appropriate risk mitigation actions and preventative measures to prevent future occurrences.

5.1.6. The response team is responsible to

- a. take appropriate immediate action to contain the risk
- b. assess the severity of risk and establish the process for communicating to the affected staff, students, family and friends in the College community, if necessary.
- c. investigate, review and make recommendation on preventative measures to mitigate a recurrence. The College Executive will be responsible to implement the initiatives accordingly.

5.1.7. The Response team will include the following persons:

- a. Principal and/or his delegate
- b. Chief Operations Officer
- c. Chief Information Officer
- d. Heads of School
- e. Director of Development

5.1.8. The College IT department has a documented process to address data breaches should they occur. Refer to diagram (i).

## 5.2. Complaints

5.2.1. Any wilful misappropriation of private information (eligible or otherwise) will be investigated and the person(s) will be subject to the Principal's conduct review and if necessary referred to the appropriate authorities.

5.2.2. Complaints are considered eligible private data and will be kept private and confidential. The data will be used strictly for addressing the matter of grief and resolution of conflict.

5.2.3. **Internal Complaints** - The College will endeavour to keep all information current, accurate and secure. However, if there is inappropriate management of personal information, or if the individual appeals against the decision to withhold information, a complaint can be lodged in writing to the Principal and the matter will be addressed within 14 days after the complaint is received.

5.2.4. **External Complaints** - Should a person wish to lodge an external complaint with the Australian Privacy Commissioner, that procedure will be found on the Commission website.

## 6. Legislative Provisions and Related Documentation

### Legislative Provisions

- Privacy Act 1988 (Commonwealth)
- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- Work Health and Safety Act 2011 (Qld)
- Australian Privacy Principles 2014

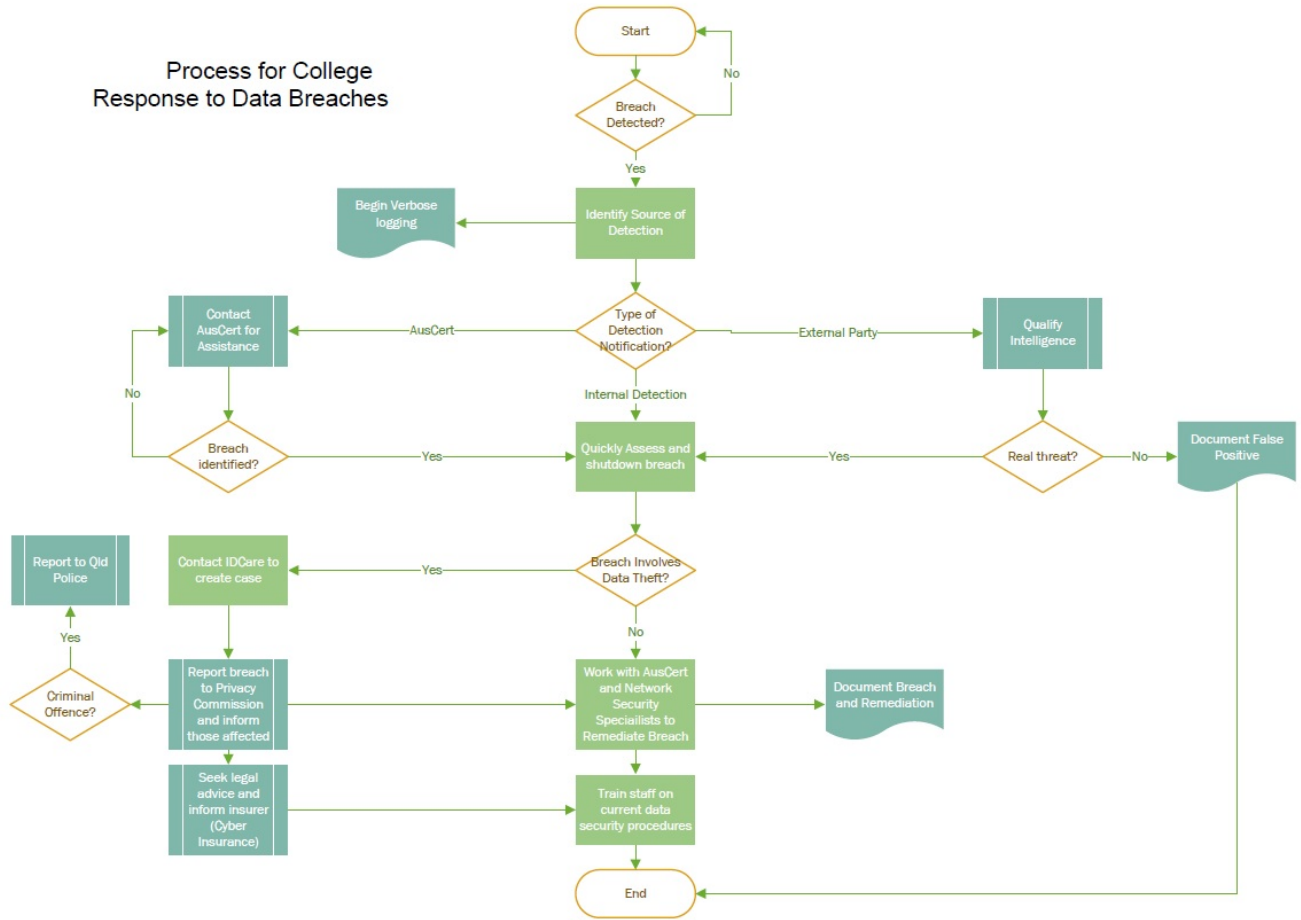
This policy is to be read in conjunction with other policies and College guidelines i.e.

- 4.3 Information Management and Security
- 4.3a Digital Technology Policy
- 7.1 Student Protection
- 11.1 Staff Code of Conduct
- 4.3.2 Staff Cyber and Social Media Policy
- 4.3.8 Communication Policy
- 6.1.4 College Mobile Phone Policy
- Acceptable Use guidelines
- Cyber Acceptable Use Agreement for Students
- Citipointe Christian College Privacy Statement Standard Collection Notice

## 7. Policy Review

The policy will be reviewed every 2 years or as otherwise required.

Diagram (i)







## Policy Review, Modification and Amendments

Citipointe Christian College

### PRIVACY OF INFORMATION 5.1

Date	Section	Authorised By	Details
2/7/10	5.1.1		Amended 5.1.1 "The College is bound..." deleted "not".  Addition: "The policy will be reviewed and updated in accordance to changes in legislative requirements and appropriateness to the College environment"
2/7/10	5.1.4		Addition: "Current changes can be requested through the College Administration department in writing or in person. An annual request for update of personal information will be sent to all students and staff at the beginning of each academic year."
2/7/10	Policy Circulation for Approval		Persons responsible for data collection Deleted " WHS Officer" replaced with " Business Manager and Registrar"
Mar 2014	All		Re-written with the introduction of the new APP – Australian Privacy Principles with input from Suzanne Brooks
Jan 2018			Incorporating amendment to privacy breaches, privacy act 2017 – mandatory reporting if privacy breach concerns "eligible" data. Included the members who make up the response team.
Sept 2018	All	Compliance Officer	Formatting – Line spacing and page breaks
Mar 2020	All	Compliance Officer	Logo position updated
Mar 2020	All	Compliance Officer	Paragraph numbering system updated in line with policy 2.1 Policies Framework
Mar 2020	All	Compliance Officer	College Executive members' titles updated
Mar 2020	1 Introduction	Compliance Officer	Addition of paragraph outlining connection of policy to Citipointe's Christian Worldview.
Mar 2020	3 Scope of Policy	Compliance Officer	Creation of Scope of Policy section in line with policy 2.1 Policies Framework
Mar 2020	6 Legislative Provisions and Relevant or Related Documentation	Compliance Officer	Selection up-dated