



Citipointe Christian College



Citipointe Christian College
International

CITIPOINTE CHRISTIAN COLLEGE PRIVACY STATEMENT

STANDARD COLLECTION NOTICE

In accordance with requirements of the Commonwealth Privacy Act 1998, as amended, and the Privacy, (Notifiable Breaches) Act 2017 Citipointe Christian College is bound by the thirteen (13) Australian Privacy Principles under the compliance authority of the Office of the Information Commissioner and set out in the Act – see www.privacy.gov.au. Accordingly, all personal, sensitive and health data/information of parents/guardians, students, and relevant others including prospective employees **are private**. The College will use the information collected and recorded to fulfil both legal requirements and the educational mission of Citipointe Christian College.

Citipointe Christian College and Citipointe Christian College International (henceforth also known as “**the College**”), collects personal, including sensitive, information about students, their parents/guardians and relevant others for the primary purpose of the College fulfilling its educational services under law to the students and to parents/guardians seeking an education for their students within the Objects and Ethos of this College. Information is collected through filling out of application forms, face-to-face interviews and at times third party reports, with consent.

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time may otherwise need to disclose personal, sensitive or credit information to others for legal administrative, safety, health and education purposes. This includes to the Privacy Information Commissioner, the Non-State Schools Accreditation Board, the Queensland College of Teachers, other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. Unless directly notified to the contrary, personal information such as academic and sporting achievements, news and images are published to the College community by way of publications, College website and social media.
8. The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.
10. As you know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist the

11. College in fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. We may include your contact details in a class list and College Directory. If you do not agree to this, you must advise us now.
13. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
14. Additional information may be disclosed or required from different authorities relating to obligations for International 500/571 Overseas Student Visa Holder under the ESOS Act 2000, Regulations, The National Code and related legislative instruments. This may include, but is not limited to, the Department of Immigration, the Department of Education and Training (DET) on the PRISMS database, Visa Entitlement Verification Online (VEVO), the Tuition Protection Service (TPS) and other related departments.
15. The College may engage a third party service provider for storage and/or routing of data (For example: Microsoft Cloud, EdSmart). These third party service providers may have servers that are 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 take all reasonable steps to ensure that information is held securely with these providers.
16. Privacy Principle 11 mandates that a College destroy or de-identify personal information it holds **if/when** it no longer needs the information for any purpose (for which it may be used or disclosed by the College). Most Colleges keep information for a period of 7 years following a student's departure from the College.
17. Parents/guardians have a right to make a written complaint **internally** to the Principal if they consider these Privacy Principles have been breached or **externally** to the Office of the Australian Information Commissioner. The College Privacy Policy outlines the process available to those parties who wish to bring a complaint alleging a breach of privacy by the College. It is readily available on the College Website or by request.