



Citipointe
Christian College



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INTERNATIONAL

CITIPOINTE CHRISTIAN COLLEGE

STANDARD PERSONAL INFORMATION COLLECTION NOTICE (for Parents and Students)

This notice explains how **Citipointe Christian College and Citipointe Christian College International** (henceforth also known as "**the College**"), handles the personal information of students and parents or guardians. The College is conducted by **Christian Outreach Centre trading as International Network of Churches (INC)**. References to the College include the INC National Executive.

How and why does the College collect personal information?

1. The College collects personal information before and during the course of a student's enrolment at the College. This may be in writing, through technology systems or in the course of conversations. We may also collect personal information from third parties such as other Educational Institutions, Health Professionals and Medical Practitioners. The types of personal information the College collects includes sensitive information, which includes health information.
2. The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the school, exercise its duty of care and perform necessary associated administrative activities, which will enable students to take part in all activities of the College.
3. The College has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. A student's enrolment may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. 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 school and why.

To whom does the College disclose information?

6. The College may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a school to which a student transfers to facilitate the transfer of the student;
 - government departments (including for policy and funding purposes);
 - medical practitioners;
 - people providing educational, support and health services to the College, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para [11] below);
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the College in connection with the systems);
 - people providing other information technology services to the College (see also para [9] below)
 - people providing administrative and financial services to the school;
 - anyone you authorise the College to disclose information to; and
 - anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. College activities and news (including student achievements) are frequently published in the College's journals, newsletters and magazines, on Citipointe Central or otherwise shared with the College community (current, future and past students, parents and teachers). This may include personal information (including

photographs and videos) of students and parents involved in College activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The College will obtain permissions annually if we would like to include photographs or videos or other identifying material of students or parents in our promotional material or otherwise make this material available to the public such as on the internet.

9. The College uses a School Management System. This system is provided by a third party service provider. Personal information is stored with and accessible by the third party service provider for the purpose of providing services to the College in connection with the School Management System, for administering the education of students.

Overseas Storage and/or Disclosure

10. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the school's Privacy Policy.

Fundraising

11. The College may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Your Rights and How to Complain

12. The College's Privacy Policy, accessible on the College's website, sets out how you can:
 - seek access to and correction of your personal information which the College holds; and
 - make a privacy complaint and how we will handle the complaint.