

Privacy Policy

Muhammadiyah Australia College



Endorsed on	23/10/2021
Endorsed by	Board of Directors
Next review due by	23/10/2022

Privacy Policy

1. Rationale

Muhammadiyah Australia College Limited ABN 67 626 804 877 (the **College**) is committed to the privacy of its students and its community.

The College aims to comply with its obligations under the *Privacy Act 1988* (Cth) (the **Commonwealth Act**) in relation to personal information. With respect to health information, the College also aims to comply with its obligations under the *Health Records Act 2001* (Vic) (the **Victorian Act**).

This Privacy Policy explains how the College collects, discloses, stores, uses and handles your personal information in accordance with its obligations under the Commonwealth Act and the Victorian Act.

2. Important Concepts

"Personal information" has the meaning given to it under the Commonwealth Act. Generally, personal information is information or an opinion about a person who is identified or reasonably identifiable. Personal information includes, for example, a person's name, date of birth, telephone number and residential address.

"Sensitive information" has the meaning given to it under the Commonwealth Act. Certain types of personal information are considered sensitive information. This includes, for example, health information, racial or ethnic origin, political opinions, religious beliefs, membership of a trade union or professional association, sexual orientation or criminal record. Sensitive information is subject to additional protection under the Commonwealth Act.

"Consent" means, in relation to a student, the consent of a person who is legally entitled to consent to something on behalf of that student (such as a parent or legal guardian) in circumstances where that student is not able to give consent.

3. Exemptions

Where applicable, the College relies on the employee records exemption under the Commonwealth Act and other applicable exemptions under relevant legislation.

4. What types of personal information does the College collect?

The types of personal information which the College collects about you will depend on your relationship with the College and may include the following:

- **information about students and prospective students** – the student's name, date of birth, telephone number, email address, residential address, gender, schooling history and records from previous schools, language background, photos, videos, applicable court orders, information about referrals to government welfare agencies, sensitive information (including health information, religious beliefs and racial or ethnic origin), school attendance records, academic performance information and reports, and any other information required to assess the student's application for enrolment with the College or to provide education services, support services and pastoral care for the student once enrolled;
- **information about parents, guardians, care-givers, emergency contact persons and family members of students and prospective students** – the person's name, date of birth, telephone number, email address, residential address, gender, language background, applicable court orders, sensitive information (including health information, religious beliefs and racial or ethnic origin), payment information, educational history and employment information;
- **information about contractors, employees and volunteers and applicants for these roles** – information contained in the person's application, recorded during any interview or obtained through any pre-engagement checks (including Working With Children Checks and reference checks), government-issued identifiers (including tax file numbers), sensitive information (including health information), salary and payment records, bank account details, superannuation details, tax file number, leave records, performance records, training records, photos, videos and internet activity on the person's College account (including activity on their College email account and their internet browsing history);
- **information about visitors to the College** – any information the person may be requested to provide before entering the College, including their name and phone number; and
- **information about service providers and suppliers and their staff** – name, telephone number, email address, physical address, bank account details and ABN.

The College also collects technical information and general analytics data when you access and use our website.

5. How does the College collect personal information?

The College collects personal information directly from you, including:

- in face-to-face meetings, video-conferencing calls and telephone calls;
- from emails and from your use of the College's software and physical or online forms (such as enrolment and consent forms and job application forms);
- when you contact the College via its website or social media pages, including to make an enquiry, provide feedback or submit a complaint;
- if you are a student – when teachers or other staff interact with you to teach you, assess your work or otherwise provide education services, support services or pastoral care for you;

- through CCTV cameras located on the College's premises or when photographs or videos are taken of you at school events; and
- when you otherwise provide your personal information to the College.

The College often collects personal information about a student from others, for example from the student's parents, guardians or care-givers or from the College's service providers. As another example, the College may collect information about a prospective student from a previous school in order to consider an application for enrolment and to facilitate the enrolment of that student.

In some circumstances the College may collect personal information about people other than students from third parties, for example to conduct pre-engagement checks on a prospective contractor, employee or volunteer or to obtain from a parent or guardian contact details for an emergency contact person who is not the student's parent or guardian.

We may also collect personal information from publicly available sources.

The College also uses certain technologies to collect technical information and general analytics data and to assist you to interact with the College, including:

- cookies, which are data files that are placed on your device and often include an anonymous unique identifier. You may be able to disable cookies in your web browser but that may limit your ability to use the full functionality of our website;
- log files, which track actions occurring on the College's website; and
- web beacons, tags, and pixels, which are electronic files used to record information about how you browse the College's website.

By accessing using the College's website, you consent to the use of these technologies in accordance with this Privacy Policy.

6. Am I required to provide my personal information to the College?

If you contact the College to make a general enquiry, you are not required to identify yourself or provide any personal information. In these circumstances, you can notify the College that you wish to remain anonymous or use a pseudonym.

However, if the College is unable to identify you and collect your personal information, the ability of the College to conduct its activities may be affected. For example, the College may be unable to provide you or the relevant student with the assistance, information or service that you have requested or consider any application which you submit to it.

7. How does the College use your personal information?

The College collects personal information for primary purposes of collection including:

- to provide services for students, including the provision of education and support services and pastoral care and other activities to support the well-being and health of students;
- to consider applications for enrolment by prospective students and to manage the enrolment of current students;
- to comply with the College's legal and contractual obligations, including applicable obligations under the Commonwealth Act, the Victorian Act, education laws, anti-discrimination laws, public health and child protection laws and occupational health and safety laws;
- to investigate and address any allegations or claims involving the College;
- to obtain and maintain appropriate insurance policies;
- to operate the College, including the management and administration of the College, its contractors, employees and volunteers and its relationships with third parties, including service providers and suppliers;
- to consider applications for contractor, employee or volunteer roles;
- to verify your identity (for example, if you request access to the personal information that we hold about you);
- to encourage the making of donations and the provision of other forms of support to the College; and
- to communicate with you and to respond to your communications, including with respect to any of the above matters.

The College may also use your personal information for other purposes to which you have consented or as otherwise permitted or required by law, which may be related to these primary purposes.

8. Direct marketing

The College may use and disclose your personal information for the purpose of direct marketing to you, via direct mail, email, SMS, MMS, targeted digital advertising or phone calls (or any other means of marketing communication), where:

- you have consented to us doing so; or
- it is otherwise permitted by law.

You may opt-out of receiving direct marketing communications at any time by contacting us or by using opt-out facilities provided in the direct marketing communications.

9. Who does the College disclose personal information to?

The College discloses personal information to people including:

- parents, guardians, care-givers, emergency contact persons and family members of students;
- its contractors, employees and volunteers;

- its service providers, including health and support service providers, IT service providers, insurers and professional advisers;
- Federal and State governments, regulators and education and assessment bodies;
- other schools, including to facilitate the transfer of a student to another school; and
- other third parties, as necessary for the above purposes or as otherwise required or permitted by law.

10. Does personal information leave Australia?

At present, the College does not generally disclose personal information to any recipient located overseas.

11. How does the College protect personal information?

The College takes reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure.

As the internet is inherently insecure, the College cannot guarantee the security of transmission of personal information you disclose to us online. Accordingly, you send your personal information to the College online at your own risk. Please notify the College immediately if you become aware of any breach of security or potential unauthorised activity involving your personal information or the personal information of a student.

Except to the extent liability cannot be excluded due to the operation of statute, we exclude all liability (including in negligence) for the consequences of any unauthorised access to, modification of, disclosure of, misuse of or loss or corruption of any personal information. Nothing in this Privacy Policy restricts, excludes or modifies or purports to restrict, exclude or modify any statutory consumer rights under any applicable law including the *Competition and Consumer Act 2010* (Cth).

12. How can I access and correct my personal information?

You can request access to, or correction of, your personal information using the details set out under "Contact us" below. Parents, legal guardians and other persons who are authorised to act on behalf of a student can submit a request of this nature on behalf of the relevant student.

Subject to applicable exceptions in the Commonwealth Act and other legislation, the College will provide you with access to, or will correct your, personal information (or the relevant student's personal information) in accordance with applicable legal requirements.

In limited circumstances, the College may charge a fee to provide you with access to the information. The College will notify you in advance of any such fee.

13. What is the process for complaining about a breach of privacy?

If you have any questions, concerns or complaints about the collection, use, disclosure or management of your personal information under this Privacy Policy, please contact the College in writing using the contact details below.

The College will make inquiries and your complaint will be investigated by an appropriate person and you will be notified of the outcome of the complaint as soon as reasonably practical.

14. Changes to this Privacy Policy

From time to time we may amend this Privacy Policy to reflect changes to the law, the manner in which the College operates or other matters which may affect the handling of personal information. An updated Privacy Policy will be published on this webpage which reflects these changes.

By continuing to access and use the website, or continuing your relationship with the College, after publication of the updated Privacy Policy you are deemed to have understood and accepted any such changes to the Privacy Policy.

Contact us:

Muhammadiyah Australia College
Attention: Principal
1-3 Killarney Drive, Melton VIC 3337
info@macollege.com.au