Moreton Bay College
Breadth of mind. Depth of heart.

Moreton Bay Boys' College
Life adventurers. Life achievers.

Privacy Policy

Policy Aim:	Moreton Bay College and Moreton Bay Boys' College and its associated entities (Colleges) are bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This statement outlines the privacy policy of the Colleges and describes how the Colleges use and manage personal information provided to or collected by these entities
Scope and Responsibilities:	The policy applies to board members, employers, employees, volunteers, parents/guardians, students, contractors, and people visiting either College site; and describes the type of information the Colleges collect, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.
Board Approval:	Required
Background Information:	The Colleges will use personal information that they collect for the primary purpose of providing educational services and experience, of the highest order, to the students at the Colleges, and for such other secondary purposes that are related to the primary purpose of collection. In relation to personal information of students and parents, the Colleges' primary purpose of collection is to enable both Colleges to provide an appropriate education for each student. This includes satisfying both the needs of parents and the needs of the students throughout the whole period that the students are enrolled at the respective College. Since 1 July 2011, Moreton Bay College and Moreton Bay Boys' College have amalgamated. Although both Colleges remain separate legal entities, personal information gathered by one College may be passed on to the other College. Further, the Colleges may establish associated entities from time to time to support its purpose and purpose. Some of these entities will operate as separate legal entities. These entities are listed in the definition section of the Policy. The Colleges' associated entities provide related services to the Colleges and its community, and any information collected by these entities is ultimately used for the purposes of providing the educational services and experience to the Colleges' community. Personal information collected by the Colleges, or any associated entity may be passed on to the other entities.
Legislation Applicable:	Privacy Act 1988 (Commonwealth)
Related Documentation:	Child Protection Policy Australian Privacy Principles Complaints Policy

Privacy Policy

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, this Privacy Policy does not apply to the Colleges treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and an employee.

The Privacy Policy sets out how the Colleges manage personal information provided to or collected by them. The Colleges are bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

The College may review and update this policy to account for new laws and technology, changes to the Colleges operations and practices, and to ensure it remains appropriate to the changing school environment.

Information Collection

The type of the information the Colleges collect and hold incudes, but is not limited to, personal information, which may include health and other sensitive information about:

- Students, parents and caregivers (before, during and after the course of a student's enrolment)
- Job applications, staff members, volunteers and contractors and
- Other people who come into contact with the Colleges.

Personal information you provide

The Colleges will generally collect personal information about an individual, by way of forms filled out by parents/caregivers or students, face to face meetings and interviews, emails and telephone calls. On occasion people other than parents/caregivers and students provide personal information. This information maybe obtained digitally or in hard copy.

Personal information provided by other people

In some circumstances the Colleges maybe provided with personal information about an individual from a third party e.g. a report provided by a medical professional or a reference from another school.

How will the Colleges use the personal information you provide?

The Colleges will use the personal information they collect from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

Students, Parents and Caregivers

In relation to personal information of students, parents and caregivers, the Colleges primary purpose of collection is to enable the Colleges to provide appropriate schooling for the students. This includes satisfying the needs of parents/caregivers, students and the Colleges throughout the term of the student's enrolment.

The purposes for which the Colleges use personal information of students and parents/caregivers include:

- Keeping parents/caregivers informed about matters related to their child's schooling, through correspondence, newsletters, and magazines.
- Correspondence regarding the day-to-day operations of the Colleges

Privacy Policy

- Looking after students' educational, social, and medical wellbeing
- Seeking donations and marketing for the Colleges
- Satisfying the Colleges legal obligations to allow the Colleges to discharge their duty of care and
- Recovering any outstanding fees owed to the Colleges.

In some cases where the Colleges request personal information about a student or parent/caregiver, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in particular activities.

Job Applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, the Colleges primary purpose of collection is to assess and, if successful, to engage the applicant, staff member or contractor.

The purpose for which the Colleges use personal information of job applicants, staff members and contractors include:

- Administering the individual's employment or contract
- For insurance purposes
- Seeking donations and marketing for the Colleges and
- Satisfying the Colleges legal obligations e.g. in relation child protection legislation.

Volunteers

The Colleges also obtain personal information about volunteers, who assist the Colleges in school related functions or conduct associated activities such as alumni associations, to enable the Colleges and the volunteers to work together.

Marketing and Fundraising

Marketing and seeking donations for the future growth and development of the Colleges are an important part of ensuring the Colleges continue to provide a quality learning environment in which both students and staff thrive. Personal information held by the Colleges may be disclosed to organisations that assist in the Colleges statistical research and modelling for marketing purposes and for fundraising eg the Colleges Foundation or alumni organisations or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider College communities may sometimes receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Associated Entities

The Colleges recognise that an outstanding student experience and education at MBC and MBBC involves a broad range of activities and services. To help deliver this outstanding experience, the Colleges may establish separate entities sometimes. These entities may or may not be separate legal entities. These entities are listed in the definition section of the Policy. To assist these entities and the Colleges in achieving this common goal, information may be shared between the entities. The information shared and used by each of the entities is limited to the information and use necessary for each of the Colleges and the entities to fulfill their primary purpose.

Privacy Policy

Associated entities are established by MBC and/or MBBC to support the Colleges in their vision and purpose. These entities may vary from time to time but include:

- Moreton Bay Colleges' Early Learning Centre
- Moreton Bay Colleges Foundation
- Moreton Bay Swimming
- MBC Parents and Friends Association
- MBBC Parents and Friends Association
- Moreton Bay Boys' College Old Boys Committee
- Moreton Bay College Old Girls' Association

To Whom might the Colleges disclose personal information?

The Colleges may disclose personal information, including sensitive information, held about an individual to:

- Associated entities of the Colleges
- Another school
- Government departments
- Medical practitioners
- People providing services to the Colleges, including specialist visiting teaches, lawyers, counsellors, or sports coaches.
- Recipients of college publications, such as newsletters and magazines
- Parents and caregivers
- Third parties such as debt collection agencies, for the purposes of recovering any outstanding fees owed to the Colleges.
- Anyone you authorise the College to disclose information to and
- Anyone to whom the Colleges are required to disclose the information by law.

Sending information overseas

The Colleges may disclose personal information about an individual to overseas recipients for instance when storing personal information with 'cloud' service providers which are situated outside Australia, or to facilitate a school exchange.

However, the Colleges will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied) or,
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Sensitive Information

Sensitive information is, but not limited to information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices, criminal record, health information and biometric information about an individual.

Sensitive information will be used and dis disclosed only for the purpose for which it was provided; or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Privacy Policy

Management and security of personal information

The Colleges' staff are required to respect the confidentiality of students and parents' personal information and the privacy of individuals. The Colleges have in place steps to protect the personal information the Colleges hold, from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Privacy Act 1988 (Commonwealth) an individual has the right to obtain access to any personal information which the Colleges hold about them, and to advise the Colleges of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/caregivers (via Parent Lounge). There are some exceptions to these rights set in the relevant legislations. A request to access or update any personal information the Colleges hold about students and parents and caregivers, is made via the Parent Lounge. The Parent Lounge is accessed via an individualised parent code, this code is only issued upon enrolment, and nonoperational upon cessation of enrolment.

There could be occasion where access denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Colleges' duty of care to the student. The Colleges may, at their discretion, on the request of a student, grant that student access to information held by the respective College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student an/or the student's personal circumstances were so warranted.

The Colleges may require you to verify your identity and specify what information you require. The Colleges may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the Colleges will advise the likely cost in advance. If the Colleges cannot provide access to that information, they will provide written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students.

The Colleges respect every parent/caregiver's right to make decisions concerning their child's education. Generally, the Colleges will refer any requests for consent and notices about the personal information of a student to both parents. The Colleges will treat consent given by parents as consent given on behalf of the student and notice to parents will act as notice given to the student. Parents and caregivers may seek access to personal information held by the Colleges by contacting the Registrar. However, they will be occasions where access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the Colleges duty of care to the student.

The Colleges may, at their discretion, on the request of student, grant that student access to information held about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/caregivers. This would normally be done only when the maturity of the student and/or the student's personal circumstances were warranted.

Privacy Policy

Enquiries and Complaints

If further information is required about the way the Colleges manage the personal information it holds, or in the case of a complaint that the Colleges have breached the Australian Privacy Principles, the CEO and Executive Principle should be contacted. The procedures and management of a complaint is stated in the Complaints Policy.

APPENDIX ONE

Standard Collection Notice

The Colleges collect personal information, including sensitive information about students and parents and caregivers before and during the course of a student's enrolment. This may be in writing or in the course conversations. The primary purpose of collecting this information is to enable the Colleges to provide education to the students and to enable them to take part in all the activities of the Colleges.

Some of the information we collect is to satisfy the Colleges' legal obligations, particularly to enable the Colleges to discharge its duty of care.

Laws governing or relating to the operation of the Colleges require certain information to be collected and disclosed. These include relevant Education Acts, Public Health, and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The Colleges may ask families to provide medial reports about students from time to time.

The Colleges sometimes disclose personal and sensitive information to others for administrative and educational purposes, to facilitate the transfer of a student. This includes to other Colleges, government departments, medical practitioners and people, providing services to the Colleges, including specialist visiting teachers, sports coaches, volunteers and counsellors.

The Colleges may also disclose your personal information to third parties, such as debt collection agencies and lawyers, to recover any outstanding fees that are owed.

Personal information collected from students is regularly disclosed to parents and caregivers.

The Colleges may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The Colleges' Privacy Policy sets out how parents/caregivers or students may seek access to personal information collected 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.

The Colleges' Privacy Policy also sets out how families may complain about a breach a privacy and how the Colleges will deal with such a complaint.

The Colleges sometimes engages in fundraising activities. Information received from families maybe used to make appeals. It may also be disclosed to organisations that assist in the Colleges' fundraising activities for the purpose. The Colleges will not disclose personal information to third parties for their own marketing purposes without consent.

Privacy Policy

On occasions, information like academic and sporting achievements, student activities and similar news is published in College newsletters, magazines, social media platforms and the website. Photographs of student activities such as sporting events, camps and excursions may be taken for publication and used for various marketing materials. The Colleges will obtain separate permission from the students, parents and caregivers prior to publication.

Contact details of students and parents/caregivers via a class list maybe published for a College directorate.

If families provide the Colleges with the personal information of others, such as doctors or emergency contacts, families are encouraged to inform those persons that their information is being disclosed and why.

APPENDIX TWO

Alumni Association Collection Notice

The Alumni Associations may collect personal information from time to time. The primary purpose of collecting this information is to enable us to inform alumni about College activities and events and keep them in touch with fellow alumni.

From time to time the Colleges engage in fundraising activities. This information may be used to make appeals. Members are to notify the Alumni Association if this is not agreeable.

The Alumni Association may publish details about members in College publications, social media platforms and the website. Members are to notify the Alumni Association if this is not agreeable.

The Privacy Policy contains details of how access to information collected on members and how a complaint can be made if a breach is made.

The Colleges may store personal information in the 'cloud' which may mean that it resides on servers situated outside Australia.

If members provide information about other people, members are encouraged to notify them as such.

APPENDIX THREE

Employment Collection Notice

Upon applying for a position with the Colleges and providing personal information, the Colleges can contact the applicant during business hours. Information such as name and address or information as listed on a resume is collected to assess the application for employment. The Colleges may keep this information on file, if the applicant is unsuccessful in case another position becomes available.

The Colleges' Privacy Policy contains details of how a complaint about a breach of the Australian Privacy Principles is managed or how one can see access to personal information is collected. There maybe occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

The Colleges will not disclose the information to a third party without your consent. The Colleges conduct a criminal record check to collect information about whether you are, or have been, the

subject of an Apprehended Violence Order and certain criminal offences under Child Protection Laws. Information may also be collected in accordance with these laws.

The Colleges may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

If applicants provide the Colleges with the personal information of others, they are encouraged to inform those persons that their information is being disclosed and why and that they can access that information if needed. The Colleges does not usually disclose the information to third parties.

APPENDIX FOUR

Contractor/Volunteer Collection Notice

In applying to provide services to the Colleges Contractors and/or Volunteers will provide personal information and if required will be contacted during business hours. Information such as name and address or information as listed on the submitted paperwork will be collected to assess the application. The Colleges may also make notes and prepare a confidential report in respect of the application. The information will be stored for as long as the Colleges deems necessary and will not disclose this information to a third party without consent.

The Colleges will conduct a criminal record check to collect information about whether the applicant is or has been a subject of an Apprehended Violence Order and certain criminal offences under the Child Protection Laws. Information may also be collected in accordance with these laws.

The Colleges may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

If applicants provide the Colleges with the personal information of others, they are encouraged to inform those persons that their information is being disclosed and why and that they can access that information if needed. The Colleges does not usually disclose the information to third parties.

Privacy Policy

DOCUMENT CONTROL INFORMATION

Document Status

The current status of this document is shown below.

Policy	Privacy Policy
Version	V1
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Owner	ELT
Confidentiality	

Document History

The history of changes made to this document is shown below. The most recent changes are listed first.

Version	Date	Summary of Changes
V1	April 2024	Updated related documentation. Update of information regarding parent access to personal information via college portals.

Approval

This document has been approved for publishing by:

Reviewed by	ELT
Authorised by	Board

Distribution

Controlled paper copies of this document are distributed as follows:

No.	Issued To