

PRIVACY at Heathdale Christian College

Application for Enrolment Privacy Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, 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 enroll or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also 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 pupil, or where pupils have provided information in confidence.
9. As you may 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 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.
10. 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.
11. 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.

PRIVACY at Heathdale Christian College

Application for Employment Privacy Notice

1. In applying for this position you will be providing Heathdale Christian College with personal information. We can be contacted by post at PO Box 1042 Werribee Plaza VIC 3030, or by telephone on (03)9749-1522, or by e-mail at enquires@heathdale.vic.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for 3 months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your consent.
6. We have a College policy that requires us to conduct a criminal record check.
7. If you provide us with the personal information of others, 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, that the College does not usually disclose the information to third parties and that we may store their information for 3 months.

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Past Students Association Privacy Notice

1. The Heathdale Christian College Past Students Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Heathdale Christian College and to keep past student members informed about other members.
2. We must have the information referred to above to enable us to continue your association with Heathdale Christian College Past Students Association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. If you do not agree to this, please advise us now.
4. Heathdale Christian College Past Students Association may publish details about you in our Newsletter. If you do not agree to this you must advise us now.
5. You may seek access to personal information collected about you by contacting us, care of the College.
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.

PRIVACY at Heathdale Christian College

Contractor / Volunteer Privacy Notice

1. In applying to provide your services you will be providing Heathdale Christian College with personal information. We can be contacted by post at PO Box 1042 Werribee Plaza VIC 3030, or by telephone on (03)9749-1522, or by e-mail at enquires@heathdale.vic.edu.au.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 3 months.
4. Access to this information may be available to you if you ask the College for it.
5. We will not disclose this information to a third party without your consent.
6. We have a College policy that requires us to conduct a criminal record check.
7. If you provide us with the personal information of others, 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.