



Register Sign In/Out for On Campus Locations Guidelines

23 February 2021

Please see below outline for usage of QR Codes -

1. **Staff** to sign in/out using *Who's On Location* – utilising the **Staff QR Code** which is advertised around the College via the 'green stickers'.
 - 1.1 The following are identified as staff for this purpose as they are regular, known and approved – thus they are included by ICT in the *Who's On Location* database:
 - 1.1.1 *Metro Canteen*
 - 1.1.2 *Private Music Teachers*
 - 1.1.3 If you believe there are others who belong in this category – please discuss with your Sub school's PA to arrange.
2. **All Parents/Visitors to Campus who are on campus for usual drop offs/pickups of students**, for greater than 15 minutes, must utilise the **Parent QR code** identified on corporate corflute signs located around campus and on display at sub school offices. This sign in requirement will be signed across the campuses and in each College newsletter
3. **All Events organised by our Communications and Sub School Teams** – including but not limited to assemblies, tours of campus, information sessions etc., A **Unique QR Code** for these events will be initiated by the organisers and displayed for signing into their event. Signage to be identifiable and include: Event Name, Date-Time, QR code, Heathdale Logo, alternate colour to existing corporate signage (staff green / parent navy blue)
4. **All Contractors / Parents / Other Visitors (speech therapists, psychologists etc) who are invited to Campus for a specific appointment with our staff &/or students**, (including toilets, office areas – finance, enrolments etc,.) must utilise the **full sign in process** in the Main Administration Office or the Maintenance Shed (& at other locations where available) at Campuses. This will print a photo ID visitor badge which must be worn at all times on campus and sends an automatic alert (SMS/Email) to the staff they are visiting - that they have arrived and waiting for them in the Main Office.

Confidentiality of Information: Access to the data collected in these apps will be limited to the ICT Manager, HR Manager, Executive Assistant and Director of Business Services to ensure compliance and access to data if/when the need arises. This will be on request of the Executive Principal or Senior Leadership Team.

Use of Data: All software-QR code generated platforms must be approved for College use by the ICT Manager (& Director of Business Services).

This data will be stored for a period of 12 months & data will be stored in line with our Data Storage Policy. This data will only be utilised for tracking, tracing, contact and emergency purposes at the College. This data may be made available to State or Federal government departments upon request.