



## PRIVACY POLICY

Darul Ulum College of Victoria honours and respects your privacy and is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, the College is also bound by the *Victorian State/Territory legislation as follows [Health Privacy Principles which are contained in the Health Records Act 2001 (Vic) (Health Records Act)]*.

This Privacy Policy outlines how the College uses and manages personal and sensitive information provided to or collected by the College. The College will take all necessary measures to ensure that the personal information shared with us remains confidential.

The College may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the College's operations and practices.

The College collects personal information about:

- current, past or prospective students and parents / guardians;
- emergency contacts nominated by the parent / guardian;
- job applicants;
- external service providers;
- volunteers; and
- other people who come into contact with the College, including name and contact details and any other information necessary for the particular contact with the College.

The primary purpose of collecting personal information about students, parents / guardians is to facilitate for the educational services provided by the College.

Purposes for the use of personal information by the College include:

- to keep parents informed about matters related to their child's education, schooling and welfare through reports, correspondence, newsletters and magazines;
- day to day administration;
- to contact parents / guardians in case of emergency;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care especially with regards to students' educational, social and medical well-being;
- to further develop services provided by the College; and
- other purposes as outlined on individual forms, for example College camps, excursions and alumni reunions.

Individuals have the right to obtain access to any of their personal information held by the College. To make a request to access any information that the College holds about you or your child, please contact the College's Registrar in writing. The College's Privacy Policy is published on our website at [www.dulum.vic.edu.au](http://www.dulum.vic.edu.au)

### A. WHAT PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DOES THE COLLEGE COLLECT IT

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- your name and surname;
- your address;
- your email address; and

- your telephone number.

If you are a current, previous or prospective student, we may also collect and hold the following personal information about you:

- age, date of birth and year level,
- relationship with the school, for example, siblings currently or previously enrolled in the school;
- Victorian Student Number;
- tax file number (if applicable);
- copy of or details from your birth certificate;
- languages spoken at home;
- emergency contact information;
- learning and behavioural information, including information collected from previous schools (if applicable);
- medical information, including disabilities, medical conditions, psychological or emotional conditions, as well as the name of your treating medical practitioners, dietary requirements; and
- family circumstances, including marital status of parents and other information in relation to custody, access or intervention orders.

**Personal Information you provide:** The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls.

**Personal Information provided by other people:** In some circumstances, the College may seek personal information about an individual from a third party or other individuals, for example, a report provided by medical practitioners, the legal system, the Victorian Curriculum and Assessment Authority (VCAA), the Victorian Tertiary Admissions Centre (VTAC), and/or a reference from another College.

**Exception in relation to employee records:**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee's record, where the treatment is directly related to a current or former employment relationship between the College and employee. The College handles staff health records in accordance with the Health Privacy Principles in the Health Records Act.

In this Privacy Policy, personal information also includes **sensitive information** which is defined in the Privacy Act as information relating to a person's racial or ethnic origin, political opinions, religion, affiliations, philosophical beliefs, sexual orientation or criminal record, health and biometric information about an individual. Sensitive information will be used and 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.

**B. PURPOSE OF COLLECTION**

The College will use personal information it collects 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, or to which you have consented.

**Students and Parents:** In relation to personal information of students and parents, the College's primary purpose of collection is to enable the provision of education services for students. This includes:

- keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;

- day-to-day administration of the College;
- looking after students' educational, social and medical wellbeing;
- marketing of the College; and
- to satisfy the College's legal obligations which allow the College to discharge its duty of care.

In some cases, where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student or permit the pupil to take part in a particular activity. © ISCA & CEC 2016 106 ME\_132191493\_1 (W2007)

**Job applicants, staff members and contractors:**

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- administering the individual's employment or contract, as the case may be;
- insurance purposes;
- seeking funds and marketing for the College; and
- satisfying the College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The College also obtains personal information about volunteers to assist the College in its functions or the conduct of relevant activities.

**Marketing:** College publications, such as newsletters and magazines, which include personal information, may be used for promotional purposes.

**C. SHARING PERSONAL INFORMATION**

The College may disclose relevant personal information, including sensitive information, held about an individual affiliated with the College for educational, administrative and support purposes. This may include disclosing personal information to:

- other schools / educational institutions;
- government departments;
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- VTAC in relation to VCE;
- the media in relation to VCE results
- ACER;
- people / agencies providing administrative and financial services to the College;
- recipients of College publications, such as newsletters and magazines;
- parents or guardians;
- anyone to whom you authorise the College to disclose information to such as emergency contacts; and
- anyone to whom we are required or authorised to disclose the information to by law, for example, child protection agencies and Victoria Police. © ISCA & CEC 2016 107 ME\_132191493\_1 (W2007)

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a college exchange or student transfer. However, the College 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.



#### **D. SECURING PERSONAL INFORMATION**

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 limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside of Australia.

Personal information is protected via the following means:

- our website and servers are protected by a firewall;
- the College uses SSL (Secure Sockets Layer) certificate for its online services (SchoolBox; SchoolEdge; Parent Portal; and SharePoint) which assures that the website is authentic and that any personal data entered through it is encrypted and cannot be intercepted by malicious third parties; and
- all data systems are protected by a combination of ICT security measures.

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

#### **E. ACCESSING AND CORRECTING PERSONAL INFORMATION**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the College Registrar.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/legal guardians.

To make a request to access any information the College holds about you or your child, please contact the College Registrar in writing. The College may require you to verify your identity and specify what information you require. If we cannot provide you with access to that information for legal reasons, we will provide you with a written notice explaining the reasons for refusal.

In cases 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 College's duty of care to the student.

#### **F. ENQUIRIES / COMPLAINTS**

If you would like further information about the way the College manages the personal information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles, please contact the College Administrator in writing. The College will investigate any complaint and will notify you in writing of the outcome.

#### **G. CONTACTING US**

Should you have any queries pertaining to our College's Privacy Policy, please contact us by any of the following means:



Post:

The Principal  
17 Baird Street, Fawkner  
3060

Email:

info@dulum.vic.edu.au

**Abdurrahman Gokler**  
Principal

July 2018

**Contact details**

Please direct all enquiries to  
Abdurrahman Gokler – Principal  
Tel: 61 03 9355 6800  
Email: info@dulum.vic.edu.au

**Darul Ulum College of Victoria**

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