

## Policy Definition and Coverage

This statement outlines how the Methodist Ladies' College uses and manages personal information provided to, or collected by it. Like most schools and businesses, the College is bound by the National Privacy Principles included in the Commonwealth Privacy Act and the Victorian Health Records Act. This Privacy Policy will be regularly reviewed and updated to take account of new laws and technology, changes to the College's operations and practices, and to ensure the Policy is appropriate for the changing College environment.

## What kind of 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:

- Students and parents and/or guardians ("Parents") before, during and after the course of a student's enrolment at the College;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the College.

### **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, and telephone calls.

**Personal Information provided by other people:** In some circumstances, the College may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another School.

**Exception in relation to employee records:** The College is not bound by the National Privacy Principles, and this Privacy Policy does not apply, in relation to the College's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the College and the employee. The privacy of employment records is dealt with by other specific legislation.

## How will the College use the personal information you provide?

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 College to provide Schooling for your child. This includes satisfying both the needs of Parents and the needs of the student throughout the whole period the student is enrolled at the College. The purposes for which the College uses personal information of students and Parents include:

- To keep Parents informed about matters related to their child's Schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after students' educational, social and medical wellbeing;
- Seeking donations and marketing for the College; and
- To satisfy the College's legal obligations and 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 enroll or continue the existing enrolment of the student.

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:

- In administering the individual’s employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing the College; and
- To satisfy the College’s legal requirements.

**Volunteers:** the College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as (alumni associations), to enable the College and the volunteers to work together.

**Marketing and Fundraising:** the College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organization that assists in the College’s fundraising, for example, the MLC Foundation or alumni organizations. Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like The Star, general newsletters and other magazines, which include personal information, may be used for marketing purposes.

**Who might the College disclose personal information to?**

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

- Another College;
- Government departments;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers and sports coaches;
- Recipients of College publications like newsletters and magazines;
- Parents; and
- Anyone you authorize the College to disclose information to.

**Sending information overseas:** 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 National Privacy Principles.

**How does the College treat sensitive information?**

In referring to “sensitive information”, the College means: information relating to a person’s racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health 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 that sensitive information is allowed by law.

## Management and security of personal information

College 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, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerized records.

## Updating personal information

The College endeavors 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 Director of Corporate Services at any time. The National Privacy Principles require the College not to store personal information longer than necessary, as detailed in the College’s Records Disposal Authority procedure.

## You have the right to check what personal information the College holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the College holds, about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their Parents. To make a request to access any information the College holds about you or your child, please contact the Director of Corporate Services in writing.

The College may require you to verify your identity and specify what information you require. The College 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 College will advise the likely cost in advance.

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

The College respects every Parent’s right to make decisions concerning their child’s education. Generally, the College will refer any request for consent and notices in relation to the personal information of a student to the student’s Parents. The College 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 may seek access to personal information held by the College about them or their child by contacting the Director of Corporate Services. However, there will be occasions when 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. The College may, at its discretion, on the request of a student grant that student access to information held by the 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 student involved has reached 18 years of age, but the College could do so in other circumstances when the maturity of the student and/or the student’s personal circumstances so warranted.

The following Privacy Policy Statement will be placed on all information collection/distribution documents:

Methodist Ladies’ College – Gymnastics Club Policy Name: Privacy Policy Reviewer: Gymnastics Club Manager	3 of 4	Date of Policy: Sept 2013 Date of Review: Sept 2016 (For internal and external use)
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*Your privacy is important to us. Please note that this document is provided under the MLC Gymnastics Club's Privacy Policy and will be kept Confidential under the guidelines provided by that Policy. For more information, please ask to view the Privacy Policy at the Gymnastics Club Office*

## Procedure

MLC Gymnastics Staff will:-

- Act in accordance with the above policies.
- Obtain Medical reports prior to commencement of training in the Gym\*\*
- These are kept on file in the office and any information required by the coaching staff is passed on to the coaches by the Management staff in accordance with the above.
- Distribute parent information to other parents only once consent of the parents has been gained.
- This will likely be for use with Competition planning and events, and to assist parents with sharing travel arrangements etc.
- Ensure all media and photography information is used only with the consent of parents via the photo permission section on the medical form
- Staff will not disclose other Staff details to parents at any time

\*\* MLC students Medical reports are obtained through the MLC database system and are only accessed and printed by Management staff.

## Requirements/Responsibilities

It is the responsibility of all MLC Gymnastics staff members to act in accordance with this Policy at all times.

Should they be unsure of any particular procedure, then this can be referred to the College Human Resources Department.

## Breaches

Breaches of policy will be addressed directly with the Staff member's manager and may require consultation with the Gym Club Manager and Director of Sport or Human Resource Department.

## Related Policies

This Policy has been extracted from the [MLC Privacy Policy](#) (with some additions).

## Further Information

If you would like further information, please write to the MLC Gymnastics Club at 207 Barkers Road, Kew 3101, or via facsimile on (03) 9274 8168 or via email

Gym Club Manager – Leslie Burrows – burrowla@mlc.vic.edu.au  
 General Gymnastics Manager – Allyse Taylor – taylorar@mlc.vic.edu.au  
 Squad Manager – Anna Francis – francia@mlc.vic.edu.au  
 Cheerleading Coordinator – Eliza Ogg – oggem@mlc.vic.edu.au  
 Dance Coordinator – Venessa Frew – frewv@mlc.vic.edu.au  
 Club Bookkeeper – Tina Tsolos – tsolost@mlc.vic.edu.au  
 Administration – Ros Sagnelli – sagnelr@mlc.vic.edu.au