



## Privacy Policy

### 1. Purpose

Al Iman College is committed to protecting the privacy of personal and sensitive information of students, parents, guardians, staff, and the wider school community.

This policy outlines how the College collects, uses, stores, and discloses personal information in accordance with:

- the Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs)
- the Health Records Act 2001 (Vic)
- applicable Victorian Registration and Child Safety Standards

The College recognises that an individual's right to privacy is fundamental and is committed to maintaining the confidentiality, integrity, and security of all personal information.

### 2. Scope

This policy applies to:

- current, past and prospective students
- parents and guardians
- staff, contractors and volunteers
- visitors and members of the College community

### 3. Types of Information Collected

The College may collect and hold personal and sensitive information including:

#### 3.1 General Information

- names, addresses, contact details
- date of birth and demographic information

#### 3.2 Student Information

- academic progress and reports
- attendance and behavioural records
- wellbeing and support information



### 3.3 Health and Medical Information

- medical conditions and disabilities
- individual health care plans
- medication requirements

This information is:

- treated as sensitive information
- accessed only by relevant staff
- used strictly for duty-of-care and safety purposes

### 3.4 Family Information

- parent/guardian details
- custody arrangements and court orders

### 3.5 Other Individuals

- staff, contractors and volunteers
- emergency contact persons

## 4. How Information is Collected

Information is collected through:

- enrolment forms and school records
- meetings, interviews, phone and email communication
- online platforms and school systems
- reports from previous schools or professionals
- government agencies where required

## 5. Purpose of Collection

The College collects personal information to:

- provide education and student support services
- ensure student safety, wellbeing, and duty of care
- communicate with parents/guardians
- manage school operations
- comply with legal obligations

Failure to provide required information may affect enrolment or continued enrolment.



## 6. Use and Disclosure of Information

The College will use and disclose information:

- for the purpose it was collected, or
- for related purposes reasonably expected

Information may be disclosed to:

- parents/legal guardians
- government authorities
- health professionals
- service providers
- other schools

### 6.1 Primary Communication Responsibility

The College will communicate directly with parents or legal guardians regarding:

- academic progress
- student wellbeing
- behavioural matters
- significant College decisions

This ensures appropriate handling of personal information in accordance with privacy and duty-of-care obligations.

### 6.2 Sensitive Information

The College will only communicate directly with parents/legal guardians in matters involving:

- student wellbeing or mental health
- disciplinary actions
- child safety concerns
- confidential or sensitive information

### 6.3 Student Considerations

Where appropriate, the College may:

- consider the student's views regarding information sharing
- limit disclosure where it is in the student's best interests

## 7. Third Party Access and Limitations

The College primarily communicates with parents/legal guardians.



## 7.1 Authorised Persons and Third Parties

Third parties (including siblings or extended family members) may only receive information where:

- a parent/legal guardian has provided clear written consent, and
- the information is appropriate, limited, and non-sensitive.

However:

- The College is not obligated to share information with third parties
- Consent does not override privacy, confidentiality, or duty-of-care obligations
- The College may refuse or limit disclosure at its discretion.

## 7.2 Limitations on Authority

An authorised person or third party:

- is not recognised as a legal guardian unless supported by formal legal documentation
- cannot make decisions on behalf of the student

The College will not accept informal nomination of guardianship via email or written request.

## 7.3 College Discretion

The College reserves the right to:

- decline communication with any third party
- limit the type or extent of information shared
- require communication to occur directly with parents/legal guardians.

All decisions are based on:

- privacy obligations
- duty of care
- student wellbeing
- applicable legislation and College policy.

## 8. Emergency Contacts

Emergency contacts:

- may be contacted in urgent situations.



They do not have authority to:

- access full student records
- make decisions
- act as a guardian

## 9. Consent Framework

The College manages consent as follows:

### 9.1 General Consent

- obtained at enrolment for educational and administrative purposes

### 9.2 Specific Consent

Required for:

- communication with authorised persons or third parties
- photography and video use
- external publications or media
- sensitive disclosures

### 9.3 Third-Party Communication Requests

Parents/legal guardians requesting third-party involvement must:

- submit a written request
- clearly define the scope and purpose of communication

The College will:

- assess the request
- determine appropriateness
- respond in writing

### 9.4 Withdrawal of Consent

- parents may withdraw consent in writing
- the College will take reasonable steps to comply

## 10. Student Safety Override

The College may use or disclose personal information without consent where necessary to:

- protect a student's safety or wellbeing
- fulfil duty-of-care obligations
- respond to emergencies or legal requirements



## 11. Data Security and Storage

The College takes reasonable steps to protect personal information using:

- secure digital systems and encryption
- access controls and authentication
- secure storage of physical records
- staff confidentiality obligations

Some information may be stored in cloud-based systems.

## 12. Data Breach and Incident Response

In the event of a data breach, the College will:

- identify and contain the breach
- assess risks and impact
- notify affected individuals where required
- take corrective action

All incidents will be documented and reviewed.

## 13. Digital and Technology Use

Personal information may be collected and managed through:

- school learning systems
- communication platforms
- digital tools

The College manages risks through:

- cyber safety measures
- staff training
- controlled access to systems

## 14. Record Keeping

The College:

- maintains accurate and up-to-date records
- stores information securely
- retains records in accordance with legal and operational requirements.



## 15. Access and Correction

Individuals may:

- request access to their personal information
- request corrections

Requests must be made in writing.

Access may be refused where:

- it impacts others' privacy
- it breaches duty-of-care obligations.

## 16. Confidentiality

All staff must:

- maintain confidentiality
- handle information responsibly
- comply with privacy and child safety obligations

## 17. Complaints

Privacy complaints should be made in writing to the Principal.

The College will:

- investigate the complaint
- provide a written outcome.

## 18. Source of Obligation

This policy is informed by:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles (APPs)
- Health Records Act 2001 (Vic)
- Victorian Registration Standards



## 19. Related Policies

- Enrolment Policy
- Cyber Safety Policy
- Social Media Policy
- Photography and Video Policy
- Medication Administration Policy

## 20. Policy Review

This policy will be reviewed as and when necessary, by College Leadership to ensure ongoing compliance and effectiveness.

