



## **Privacy Policy**

### **Commitment to privacy and responsible use of personal information**

The privacy of your personal information is important to The Women's College.

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles (APPs) contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012. The College may from time to time, update and review this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains relevant to any changes in the residential college environment.

### **What kind of information does the College collect?**

The College collects information, including sensitive information in relation to its core business of providing a residential, affiliate, pastoral and academic program for students. It also collects information that can readily identify an individual, and includes paper, electronic records, video recordings and photographs, about:

- students and parents and/or guardians ('parents') before, during and after the course of a student's contracted period at the College;
- job applicants, staff members, volunteers, alumnae, donors and contractors; and
- other people who come into contact with the College.

### **Use of personal information**

We collect and use personal information from students, parents and potential students and parents in order to process applications, scholarships, educational programs and co-curricular activities. We also collect and use information from stakeholders for services associated with intercollegiate and university programs, alumnae activities, donations, events, conference programs and casual accommodation.

The Women's College may collect personal information from a number of sources, during the course of, for example:

- Requests for information or brochures
- Applications for residency, affiliate membership or scholarships
- Registration for programs and events
- Registration for alumnae activities
- The provision of sponsorships and donations (including in-kind and volunteering)
- The provision of conferencing, external events and casual accommodation

The College may seek to collect and update information over the telephone, the internet, in person and/or in writing.

Survey data obtained will only be used for the stated purpose.

### **Type of personal information we collect**

In general, the type of information which we collect includes, but is not limited to, names, contact details, date of birth, nationality, gender, medical information (e.g. for specialised care requirements), dietary requirements, occupation, and relationship to student (e.g. parent/guardian). In some instances, we will need to obtain financial details (e.g. required to verify means-tested scholarship applications).

### **Security**

We store information in a number of secure databases, paper-based files and/or other record keeping methods. We have taken steps to ensure the protection of personal information from misuse, loss, unauthorised access and modification or disclosure.

We also take steps to destroy or de-identify information that we no longer require. In some cases there are statutory requirements for retaining information for a prescribed period of time.

We undertake to acknowledge and investigate promptly any complaints about the way we manage personal information.

### **Access to personal information**

Under the Australian Privacy Principles, 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.

To access personal information the College holds about you please contact the Business Manager, who is the College's Privacy Officer, [bursar@thewomenscollege.com.au](mailto:bursar@thewomenscollege.com.au)

### **Updating of personal information**

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up to date. If your personal details change, such as your mailing address, email address or telephone number, please contact us to update your details.

### **Sending information overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with Cloud service providers which are situated outside Australia or to facilitate a college exchange. The College currently has no direct information held by Cloud service providers (see below regarding global digital media platforms such as Facebook).

The College will not send personal information about an individual outside Australia without:

- obtaining consent of the individual
- taking reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to the information
- The College may store personal information in the Cloud, which may mean that it resides on servers which are situated outside Australia. There is a College Facebook account, for example, that facilitates communication between Alumnae but is not maintained on the College server
- If you provide personal information to us about other people, we encourage you to inform them of the above matters.

## Complaints

If you have a complaint about our Privacy Policy or the collection, use or safe disposal or destruction of your personal information, your complaint should be directed in the first instance to the Privacy Officer at email: [bursar@thewomenscollege.com.au](mailto:bursar@thewomenscollege.com.au)

We will investigate your complaint and attempt to resolve any breach that might have occurred in relation to the collection, use or destruction of personal information held by the College about you in accordance with the Commonwealth Privacy legislation. If you are not satisfied with the outcome of this procedure then you may request that an independent person (usually the Commonwealth Privacy Officer) investigate your complaint.

## Information Technology

The Women's College currently uses an external Information Technology network provider. Students should consult the privacy statements and Terms and Conditions of the current provider, Cirrus Communications.

## Cookies

Cookies are data that a website transfers to an individual's hard drive for record-keeping purposes. Cookies can facilitate your ongoing access to and use of a site by remembering something about you at a later time. If you do not want information collected through the use of Cookies, you can disable the Cookie feature in your browser. You should note that Cookies may be necessary to provide you with some features on the College website.

## External Links

Our site may contain links to other sites. The Women's College is not responsible for the privacy practices or the content of such web sites.

## Public Information

Any information posted on bulletin boards and/or communicated in chat areas becomes public information. While we strive to protect and respect your privacy, we cannot guarantee the security of any information you disclose in a chat room, digital media platforms and/or on a bulletin board.

## Contact

For more information contact the College via [bursar@thewomenscollege.com.au](mailto:bursar@thewomenscollege.com.au)

## Document History

Date	Actions
March 2014	New policy developed
April 2015	Reviewed and revised