



Privacy Policy

Version: 1st

Responsible To: Head of College & CEO – John XXIII College

Pertains To: Residents (Accommodation Agreement Holder) – John XXIII College

Supported By: Deputy Head of College – John XXIII College

Staff – John XXIII College

Collegiate Team – John XXIII College

Monitored By: Head of College & CEO – John XXIII College

Background

John XXIII College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act (The Act).

Purpose

This Privacy Policy summarises how the College manages personal information provided to or collected by the College – from Staff, Residents, Alumni and other stakeholders. It includes data collected by electronic means such as the Salto Door locking System and the College's CCTV. It provides information and guidelines about:

- a. The personal information the College collects,
- b. How the College collects that information,
- c. How an individual can access the information or make an enquiry about the handling of the information.

This policy does not apply to personal information collected by John XXIII College that are exempt under the Act, for example employee records.

Definitions

Personal Information

Personal information means information or an opinion (whether true or not) about an identified individual. The types of personal information collected may include the person's name, date of birth, gender, contact information, financial information such as credit/debit card data, health information and academic information. It also includes data on them from the CCTV System of the use of their key in the Salto locking System.

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

- Prospective Residents,
- Current Residents,
- Alumni,
- Job applicants, staff members, volunteers and contractors and
- Other people who come into contact with the College.

Sensitive Information

Sensitive information means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices, criminal record, health information and biometric information about an individual.

Principles

1. John XXIII College is committed to protecting the privacy of its Residents, Staff, Alumni and other stakeholders.
2. The College needs information to effectively carry out its mission.

Policy

1. The College is bound by the Privacy Act and will protect the personal information it collects, in accordance with the Australian Privacy Principles.



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2. The College will use these principles to govern how it collects, uses, holds and discloses personal information.
3. The College will only collect the personal data that is needed for the services that it provides to its Residents.
NB.
Data collected by the CCTV System and the Salto Door Locking System is covered separately by the College Security and CCTV Policy.
4. The College will clearly indicate to the Residents the cases where the College may collect data from a third party or disclose information to a third party.

By accepting a John XXIII College Accommodation Agreement, Resident accepts and agrees to abide by all of the terms and conditions of John XXIII College's Policies and Procedures. Residents should contact the College for further clarification if required.