

Privacy Policy

Policy Statement:

Advance College is committed to protecting the privacy and confidentiality of personal information collected in the course of its educational, administrative and welfare functions.

The College collects personal information relating to students, parents/carers, staff, volunteers and members of the school community. All such information is managed in accordance with applicable privacy laws and handled in a manner that respects the rights and dignity of individuals.

All employees, Committee members and volunteers are required to comply with this policy and relevant legislation when handling personal information. Members of the Advance College community have the right to understand how their personal information is collected, used, stored and disposed of.

Legislative Framework:

Advance College complies with the following Victorian legislation:

- *Privacy and Data Protection Act 2014 (Vic)*
- *Health Records Act 2001 (Vic)*
- *Public Records Act 1973 (Vic)*
- *Freedom of Information Act 1982 (Vic)*

This policy is also aligned with the Department of Education and Training (DET) Information Privacy Policy and applicable privacy principles.

Definitions:

Personal Information:

Information or an opinion (whether true or not), recorded in any form, about an individual whose identity is apparent or can reasonably be ascertained. This includes written records, digital records, photographs and video recordings.

Health Information:

Information or opinion about an individual's physical, mental or psychological health or disability, including medical history and health status.

Sensitive Information:

Information relating to an individual's:

- racial or ethnic origin
- political opinions
- religious beliefs
- trade union or professional memberships
- sexual orientation
- criminal record

Sensitive information is a subset of personal information and requires a higher level of protection. *In this policy, "personal information" includes health and sensitive information unless otherwise specified.*

Collection of Personal Information:

Advance College will:

- collect only information that is necessary for its functions and activities
 - collect information by lawful and fair means
- inform individuals of:
- the purpose of collection
 - how the information will be used and managed
 - any legal requirements for collection

Use and Disclosure of Personal Information:

The College will use and disclose personal information only:

- for the primary purpose for which it was collected
- for a directly related secondary purpose that would be reasonably expected
- with the consent of the individual (or parent/carer for students)
- where required or authorised by law

Personal information may be disclosed without consent where:

- it is necessary to lessen or prevent a serious threat to life, health or safety
- it is required for law enforcement or legal proceedings

The College will obtain consent for specific uses such as photographs, publications or promotional materials.

Data Security and Retention:

Advance College will:

- store personal information securely in physical and electronic formats
- protect information from misuse, loss, unauthorised access, modification or disclosure
- retain records in accordance with the *Public Records Act 1973 (Vic)* and relevant retention schedules
- take reasonable steps to destroy or permanently de-identify information when it is no longer required

Access and Correction:

Individuals have the right to:

- request access to their personal information
- request correction of inaccurate, incomplete or outdated information

Requests will generally be managed in accordance with the *Freedom of Information Act 1982 (Vic)*.

Consent:

Where consent is required:

- it will be informed, voluntary and current
- for students, consent will generally be obtained from parents/carers
- the College will respect any withdrawal of consent, subject to legal obligations

Complaints:

Any concerns or complaints regarding privacy will be:

- taken seriously and handled confidentially
- investigated in accordance with the DET privacy complaints handling process
- responded to within a reasonable timeframe

Implementation:

Advance College will:

- ensure staff are aware of and trained in privacy obligations
- implement procedures consistent with this policy across all areas of operation
- monitor compliance with privacy requirements

References:

- For additional information see:
- Privacy Victoria www.privacy.vic.gov.au
- DET Requests for Information about Students
<http://www.education.vic.gov.au/school/principals/spag/safety/pages/requestinfo.aspx>
- DET Information Privacy Policy
<http://www.eduweb.vic.gov.au/edulibrary/public/govrel/Policy/privacy-pol.pdf>
- DET's Acceptable Use Policy for ICT systems
<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- Advance College's Acceptable Use of Digital Technologies Agreement for Students.
**This document is embedded in our [student enrolment form ACEF29](#)*

Monitoring and Review:

This policy will be reviewed every three years, or earlier if required due to legislative, regulatory or operational changes.

The principal is responsible for ensuring this policy is implemented and maintained.

Approval:

Policy last reviewed	22 nd April 2026
Consultation	College Board 22 nd April 2026
Approved by	College Board and (Principal)
Next review date	21 st April 2029