



# MARIST COLLEGE ASHGROVE

A Catholic boys' day and boarding College in the Marist Tradition

## Privacy of Personal Information Policy

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ITEM	DESCRIPTION
<b>Policy description</b>	This policy outlines the process and procedures with regards to privacy of personal information collected by Marist College Ashgrove for prospective international students.
<b>Department</b>	Enrolments Department
<b>Executive Director</b>	Headmaster
<b>Contact</b>	College Registrar, Ph: 07 3858 4507
<b>Date approved</b>	03/08/2018
<b>Next review</b>	03/08/2019

### Revision History

DATE	VERSION	REVIEWED BY	CHANGES MADE
Date of first revision			
Date of second revision			
Date closed			

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## 1. POLICY STATEMENT

Marist College Ashgrove is bound by *the Privacy Amendment (Private Sector) Act 2001*, and has adopted the National Privacy Principles (NPP's). <http://www.privacy.gov.au/materials/types/law/view/6893>

A privacy statement detailing Marist College Ashgrove's practices and procedures for the use and management of the personal, sensitive and health information it collects and records is available on the College website - <http://www.marash.qld.edu.au/enrol/privacy-statement>.

Parent(s)/Legal guardian(s) and students must be aware that the information provided by the student to the College may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code (2007).

The College is required, under s19 of the ESOS Act 2000, to tell Department of Immigration about:

- certain changes to the student enrolment;
- any breach by the student of Student Visa Condition 8202 relating to attendance or satisfactory academic performance.

## 2. INFORMATION WE COLLECT

Marist College Ashgrove collects and records personal, sensitive and health information from students and parent(s)/legal guardian(s) before and during the course of a student's enrolment at our College.

## 3. PURPOSE OF COLLECTION

The primary purpose of collecting and recording this information is to enable the provision of quality education in the Marist tradition. In addition, some of the information we collect and record is to satisfy the College's legal obligations, particularly to enable to College to discharge its duty of care to students and parent(s)/legal guardian(s). This information may also be used for appropriate parish purposes.

## 4. DISCLOSURE OF INFORMATION

This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Marist College Ashgrove, other colleges, medical practitioners, people providing a service to the College, such as specialist visiting teachers and consultants.

## 5. INFORMATION REQUIRED

By completing and submitting the College's Expression of Interest form you have confirmed your understanding and agreement with the above.

