



MARIST COLLEGE ASHGROVE

Marist College Ashgrove's Privacy of Personal Information Policy

Approved By: Head of College	Date Approved: 16/02/2023	Review Date: 16/02/2024
Person(s) responsible: College Registrar, Head of College, Deputy Head of College, College Business Manager		
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This policy outlines the process and procedures with regards to privacy of personal information collected by Marist College Ashgrove for prospective families and students.		

Marist College Ashgrove is bound by *the Privacy Amendment (Private Sector) Act 2001* and has adopted the Australian Privacy Principles (<https://www.oaic.gov.au/privacy/australian-privacy-principles>).

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 under Privacy Policy - <https://www.marash.qld.edu.au/about-mca/policies/>

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.

1. 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.

The College may collect Personal Information about an individual from a third party, for example, a medical practitioner providing a report.

If the person is a Student of the College, the College may collect and hold information including the Student's name, address, email address, contact telephone number, gender, age, medical history, emergency contact information, Parent information and education results.

The College endeavours to ensure that the Personal Information it holds is accurate, complete, and up to date.

The College will take all reasonable steps to:

- (a) protect Personal Information from misuse, interference, loss, unauthorised access, modification, or unauthorised disclosure; and
- (b) destroy or de-identify information that is no longer needed, or not subject to a Notice.



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2. 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 the 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.

3. 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.

4. Information Required

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