



## PRIVACY POLICY

### PURPOSE

New Privacy provisions in the Privacy Act 1988 (Commonwealth) affecting the private sector came into operation on 21 December 2001. The following Policy Statement provides an overview of how Ormond College is meeting these privacy compliance obligations.

### 1 COLLECTION OF PERSONAL INFORMATION

Ormond College (the College) seeks to protect the personal information of staff, students, other resident visitors to the College and College Alumni.

The College will only collect personal information that is necessary for its functions or activities.

The College will collect personal information in a lawful and fair manner and not in an unreasonably intrusive way.

1.1 When or before (or, if that is not practicable, as soon as practicable after) we collect personal information from you we will make every reasonable attempt to inform you of:

- How to contact Ormond College;
- The purpose for which the information is collected and its intended use;
- To whom we will disclose that information;
- How to access the information collected;
- Where applicable, any law requiring information to be collected; and
- The main consequences if all or part of the information is not provided.

1.2 In relation to students and residents of the College, in general, the purposes for which we collect your personal information include, to:

- Assess student applications for admission to the College;
- Assess staff applications for employment at the College;
- Manage student residency at the College;
- Monitor student and staff performance and conduct;
- Assess student applications for scholarships and prizes;
- Assess student applications for financial assistance;
- Assist student participation in sporting, social and cultural activities offered by the College;
- Provide staff and student references; and
- Provide information for the College alumni-database.

1.3 In relation to staff at the College, in general, the purposes for which we collect your personal information include, to:

- Assess applications for employment at the College;
- Monitor your performance and conduct;
- Monitor your use of employee entitlements;
- [Assess applications for salary review or promotion]; and
- [insert details]

## **2 PERSONAL INFORMATION INCLUSIONS**

**2.1** Personal information means information or an opinion concerning you. In relation to students, it may include your contact details, academic results, references, opinions about your academic performance, work experience or performance and any other information obtained by the College relevant to your residency. In relation to staff, it may include your contact details, references, opinions about your performance, leave entitlements and hours of work and any other information obtained by the College relevant to your employment.

**2.2** Personal information may include sensitive information, including information or opinion about criminal records or health issues. We generally do not seek to collect such sensitive information however sometimes it may be important to your well being. Such sensitive information, in most cases, may only be collected and disclosed with your consent or if required by law.

## **3 MANNER OF COLLECTION**

**3.1** We obtain most of our information from you directly:

- for staff, when you apply for employment or fill out our employment forms;
- for students, when you submit an application or fill out our forms; and

generally, each time we have contact with you, when we collect particular personal information about you, or individually from enquiries of your academic institutions, employers and others who have offered to act as your referee.

## **4 PERSONAL INFORMATION USE**

### **4.1 Current Employees, Students and Other Residents**

Your personal information may be used by us in connection with:

- Your participation in the various courses and activities within the College and University of Melbourne;
- Management of your residency including payment of fees, room allocation and student IT network;
- Assessment of performance or conduct;
- Management of any investigation in which you are involved;
- Your referral to other Colleges; and
- Providing references at your request to third party such as Real Estate Agents or potential employers.

### **4.2 Former Employees, Students and Residents**

Your personal information may be used by us in connection with:

- To establish membership of the Ormond College Association (OCA);
- Management of the Alumni data base;
- To enable us to inform members of the OCA about alumni activities;
- To publish details about OCA members in the OCA newsletter, New & Old; and
- Fund raising activities.

## **5 PERSONAL INFORMATION DISCLOSURE**

Your personal information may be disclosed to:

- College Council, staff, advisers and tutors;
- The University of Melbourne and other Colleges;
- Insurers, contractors and suppliers;
- Resident students;
- Our auditor;
- Your referees; and
- Any person with lawful entitlement to obtain the information.

**5.1** Your consent to the above disclosures is taken to have been given when you submit your personal information to Ormond. Further, as we have a public interest duty to co-operate with law enforcement agencies and to prevent any threat to life, health or safety of any person, we may have to disclose your personal information for such purposes.

**5.2** If for any reason you decide not to provide certain personal information, in relation to students, we may be restricted in our ability to admit you to residency and in relation to staff, we may be restricted in our ability to accept you for employment.

## **6. DATA**

### **6.1 Quality**

The College is under an obligation to take reasonable steps to make sure the personal information we collect from you and use or disclose is accurate, complete and up-to-date.

The personal information collected from you:

- for students, at the time of your application for admission and initial interview; or
- for staff, at the time of your application for employment and initial interview and acceptance for employment,

is assumed by the College to be accurate, complete and up to date. If at any time you believe this personal information is no longer accurate, complete or up to date please advise us accordingly.

### **6.2 Security**

We will take reasonable steps to protect your personal information from misuse and loss and from unauthorised access, modification or disclosure. We hold your personal information in computers and paper based files and other records. These facilities and records are located on site at the College.

Our policy is to maintain your personal information in the College archives after receipt.

- Access to student files is restricted to the Master's Office and the Dean's Office. Any student, resident or staff member must seek permission from the Master, Dean or Students or Dean of Studies in order to have access to a student file.
- Information relating to students, staff, other resident visitors to the College and College Alumni will also be held the College Finance Department. Any student, resident or staff member must seek permission from the Master or the Manager, Finance & Administration in order to have access to such information.
- Access to alumni files is restricted to the Master's Office and the College Advancement Office. Any student, resident or staff member must seek permission from the Master or the Director of College Advancement in order to have access to such information.

## 7. ACCESS

7.1 Subject to certain exceptions, examples of which are set out below, you have a right to access your personal information held by us and if necessary to have information corrected, updated or made more complete.

7.2 If you wish to contact us about your personal information, you should contact:

Graeme Leonard Manager Finance & Admin	Ormond College, 49 College Crescent, Parkville Vic. 3052 Telephone: (03) 9344 1100 Fax: (03) 9344 1111 Email: g.leonard@ormond.unimelb.edu.au
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Normal office hours are between 9.00 am and 5.00pm.

### 7.3 Exceptions

There are some exemptions to your right of access to your personal information. For example, we are not required to provide you with access where a request to provide access:

- is frivolous or vexatious;
- would have an unreasonable impact upon the privacy of other individuals;
- concerns information relating to existing or anticipated legal proceedings between Ormond and yourself, and the information would not be accessible by the process of discovery in those proceedings;
- would reveal the intentions of the College in relation to negotiations with you in such a way as to prejudice those negotiations;
- requires access that would be unlawful; and
- would be likely to prejudice the prevention, investigation and prosecution of any criminal offence or seriously improper conduct.
- relates to a reference provided for a student applicant. Such references remain the property of the referee. If you wish to have access to a reference relating to you, the College will require written permission from the referee.

*This policy does not bind the College in its capacity as an employer, and does not form part of the employment contract for staff. It is a discretionary guideline, which may be varied or not applied by the College at its absolute discretion.*