

# 131-1B CCG and ECG College Information Collection Privacy Notice Summary

Community College Gippsland (CCG) and ECG College (to be referred to as CCG for this document) is bound by the Privacy and Data Protection Act 2014 (Vic) and the Australian Privacy Principles (APP's) contained in the Commonwealth Privacy Act 1988. In relation to health records, CCG is bound by the Victorian Health Records Act 2001 (the Act) and Government Public Health Orders and Directions. CCG must collect, use and disclose personal information from students and parents/carers/guardians as legally required. Refer to the Information Privacy Policy available on the website for further information.

## What type of information does CCG College collect?

The type of information CCG collects and hold includes but is limited to:

- Contact details, next of kin, date of birth, gender, language background and previous school
- Parent/carer/guardian education, occupation and background
- Medical information and health information
- Educational background and previous school reports and notes
- Counselling reports
- Any court orders
- Demographic information
- Banking details and financial billing information.

CCG collects health information so staff can assist in supporting the student's health and wellbeing reasonably practicable. This includes information about any medical condition/s, disabilities, learning difficulties, required medication/s, any known allergies and contact details of the student's doctor. CCG depends on provision all relevant health information to assist in maintaining the student's safety.

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# Victorian Government Public Health Orders and Ministerial Directions

CCG adheres to all government directions for collecting, storing, retaining, and destroying personal information collected from staff, volunteers and students. The information collected will be used for the sole purpose of CCG implementing emergency management strategies for the pandemic event. All health information collected is strictly confidential and will not be disclosed among colleagues unless there is a legitimate and compelling reason to do so.

## How CCG collects, uses, and holds information

CCG uses personal information collected from students and Parents/carers/guardians to enable the college to provide students with the appropriate educational and support needs, exercise its duty of care and perform necessary associated administrative activities and legal requirements.

## CCG may disclose personal information to the following services

CCG may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include the following services:

- other schools and teachers at those schools
- government departments (including for policy and funding purposes)
- other Registered Training Organisations
- medical practitioners
- people providing educational, support and health services to the College, including specialist visiting teachers, volunteers and counsellors
- providers of specialist advisory services and assistance to CCG, including in the area of Human Resources, child protection and students with additional needs
- providers of learning and assessment tools
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and Registered Training Organisations for the delivery of VET programs
- agencies and organisations to whom CCG is required to disclose personal information for education, funding and research purposes
- people providing administrative and financial services to CCG
- anyone the student/parent/carer/guardian authorises to disclose information to
- anyone to whom CCG is authorised to disclose information to by law, including child protection

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# How ECG College treats and maintains sensitive information

Sensitive information is defined as: 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 or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless students and parents/carers/guardians agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## Management and security of personal information

CCG's staff are required to respect the confidentiality of students' and Parents/carers/guardians' personal information and the privacy of individuals. CCG has processes in place to protect the personal information and maintain confidentiality. CCG will protect information from misuse, interference and loss, unauthorised access, modification, or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## Access and correction of personal information

Students/Parents/Carers/Guardians may seek access to personal information held at CCG by contacting the School Principal or Director of Education and Training in writing. However, there may be occasions when access is denied. This may be when the Principal or Senior Management Team deems the release of the information may have an unreasonable impact on the privacy of others, or where the release may result in a breach of the CCG's duty of care to the student. CCG may, at its discretion, grant a student access to their information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents/carers/guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## Enquiries and complaints

If you would like further information about the way CCG manages the personal information it holds, or wish to complain that you believe that the CCG has breached the Australian Privacy Principles please contact the

School Principal or Senior Management Team in writing or by telephone. Refer to the Information Privacy Policy located on the website and for complaints refer to the 131-1 Information Privacy Complaints Procedure for further information, available in hardcopy on request. CCG will

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investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

## Unique student identifiers (USI) number

All students who wish to enrol into an accredited course must provide a USI. It is the student's responsibility to provide CCG with this number at the time of enrolment. Students can create a USI at: <http://www.usi.gov.au/create-your-USI/> If an individual feels that CC may have breached one of the APPs they may review the 131-1 Information Privacy Complaints Procedure for further information, available on the website or hardcopy on request.

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