

Christ College Privacy Policy

Introduction

This privacy policy provides information and outlines the procedures about the personal information that Christ College collects, and the ways in which Christ College uses that personal information. In providing academic and community services, we collect, use and disclose personal information.

Personal information means information or an opinion, whether true or not and whether recorded in a material form or not, about an individual who is either identified or reasonably identifiable. Christ College is committed to protecting the privacy of personal information.

This privacy policy explains how Christ College collects, uses, discloses and otherwise handles personal information. This policy concerns students, staff and other persons were applicable.

For more on privacy, see Christ College Website and Online Services Privacy Policy.

What types of information does Christ College collect?

Personal Information

The type of personal information that we collect and hold depends on the type of dealings with Christ College. If Christ College needs to identify or verify a person's identity, the college may collect a person's name, gender, date of birth, passport details, student ID number, username, password, security question and answer. If the college needs to communicate with a student, we may collect their email, residential and postal addresses and phone numbers. If a person applies to enrol in a program of study, the college may collect details of a student's (or potential student's) educational qualifications, enrolment details, academic results, banking and payment details and tax file number (TFN). To help improve the services offered by the college, we may collect responses to surveys and details about how, when and why persons accessed our services.

Sensitive information

Sensitive information is personal information such as health information and information about racial or ethnic origin that is generally afforded a higher level of privacy protection. In order to comply with our obligations under Australian law, Christ College may collect sensitive information on behalf of the Australian Government, including a person's language background, citizenship status, status as an indigenous Australian, disability status and health information. We only collect sensitive information where it is reasonably necessary for our business functions and the person concerned has consented, or we are required to do so by law.

Website and Nova visit information

Christ College may record a student's server address, the date, time and duration of their visit, search terms they used, the pages they viewed, any documents they downloaded and the type of device, browser and operating system they used.

Personal Information Collection

Christ College collects personal information in a number of ways, including:

- directly from students in person, over the phone, through written communications (either on paper or electronic) or by that person completing forms or answering questions on the college website;

- from third parties, including individual churches, presbyteries, church agencies and other Christian organisations (e.g. mission agencies);
- from our own records of a student's use of our services.

Christ College may collect and use the following kinds of personal information from students:

- information students provide through application and enrolment procedures
- information students provide when submitting assignments, requestion extensions, withdrawal, suspension and other academic services
- information about a student's use of the college website and Nova;
- information students provide for the purpose of registering with the website;
- information about transactions by students carried out over this website;
- information students supply on any Christ College form;
- any other information that students provide to Christ College.

Using Personal Information

Christ College may use personal information supplied by students to:

- administer the college website;
- personalize the website and Nova for students;
- enable students to access and use of the website services (including Nova);
- publish information about students on the website;
- contacting and helping students;
- send statements and invoices to students;
- collect payments from students;
- report to the presbytery responsible on the progress of PCA candidates;
- send students promotional communications about college events;
- make up and publish rosters related to college community life;
- to identify students and verify their identity;
- to communicate with students about college services and activities;
- facilitating enrolment in a program of study or training course;
- for any other purposes that students have consented to.

Securing personal information of students

Christ College will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of the personal information of students. Christ College will store all the personal information provided by students on its secure servers.

If a student posts comments or otherwise communicates with other users via our online learning system (Nova), any information about them that they include in the communication may be stored on the system and accessed by other users. For this reason, Christ College encourages students to use discretion when deciding whether to post any information that can be used to identify them.

Christ College staff will not supply a student's personal information or contact details (e.g. email, address, mobile) with any other student or a non-staff member without the express permission of the student concerned.

Student assignments and IP

Teaching staff responsible for marking student assignments will not share them with other students, nor make use of any information in the assignments except for the purposes of marking without the express permission of the student. Any paper assignments will be securely disposed of after use.

Secure disposal of documents

Documents related to the administration and functioning of Christ College that contain personal or sensitive information (including student transcripts, faculty minutes and papers, subcommittee papers) will be securely disposed of.

Lecture notes and forum posts

Lecture notes and other learning materials are usually supplied to enrolled students via Nova. Lecture notes and other class materials are only to be shared by students either in electronic or paper form only with students enrolled in the same unit in the same semester. The contents of forum posts are not to be shared with students not enrolled in that unit.

Prayers request in chapel, pastoral care groups etc

Personal information about staff and students must not be divulged in prayers, announcements or sharing in chapel, pastoral care groups or personal conversation without the express consent of the person concerned. It is a good procedure to use agreed wording when sharing information about another person.

Approved by Christ College Executive 17/10/17