

This policy has been approved by the College Council. The policy is published on the College web site (www.moore.edu.au) and a reference to it is set out in the *Student Handbook*. The policy is communicated to academic staff through the *Faculty Handbook* and to support staff through the *Registrar's Handbook*. The Academic Dean is responsible for the training of academic staff in the application of the policy. The Registrar is responsible for the training of support staff in its application.

The College will collect, manage, use and disclose personal information in accordance with all relevant legislation and standards. The Information Privacy Principles set out in section 14 of the *Privacy Act 1988*, except where qualified by any relevant Codes of Practice, will underpin all matters related to personal information in the College.

1. Personal information is only collected by the College for *lawful purposes necessary for or directly related to the function of the College*.
2. All forms seeking personal information about a student normally *explain to the person the reason for which the information is collected*, state when the College is authorised or required to collect that information and inform the person as *to whom the College usually gives that information*.
3. The College only collects personal information that is *relevant to the purpose for which it is sought*, and will take all reasonable steps to keep that information regarding current employees and staff up to date and complete.
4. The College takes all reasonable steps to *protect personal information*¹ against loss, unauthorised access, use or modification and against other misuse and if information is given to contractor(s) in connection with the provision of service those contractors are bound by an agreement to protect it from unauthorised access or disclosure.
5. The Registrar of the College maintains, and holds available for inspection by members of the public, an up to date *statement of the types of personal information held*, why each type is held, the classes of people it relates to, how long it is kept for, who may obtain access to it and how people should go about getting access to it.
6. Persons about whom the College holds personal information may *inspect information relating to themselves* to enable them to check its accuracy and completeness. *Access may be sought through the Registrar* or anyone else duly authorised. Access is only withheld where State or Commonwealth law requires the information not be disclosed. Where requests to amend information are denied such requests are recorded.
7. Each year *the College updates the personal information* it holds about current students and staff in order to ensure its accuracy, relevance, currency, completeness and that it is not misleading.
8. The College takes all reasonable steps to *check that personal information held on current students is accurate*, up to date and complete *before using it*.
9. The College *uses personal information* only for purposes for which it is relevant.
10. The College *does not use information for purposes other than for which it was provided* unless the person consents, there is immanent threat to the life or health of the person or such use is required or authorised by law.
11. The College *does not disclose personal information outside its related bodies*² unless:
 - 11.1. the person consents; or
 - 11.2. the person has been formally notified as per par. 2 (above); or
 - 11.3. the person is otherwise likely to know that that kind of disclosure is commonly made; or
 - 11.4. it is a matter of immanent threat to the life or health of the subject or another person; or
 - 11.5. such disclosure is required or authorised by law.

Alan N. Hohne

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¹ Personal information will only be stored in locked filing cabinets, pass-worded computers and lockable rooms. Staff duty statements will prescribe allowable disclosure of personal information and provide caveats as to whom may work where in order to protect involved parties from conflict of interest related to the College's management of personal information.

² Denominational ordination authorities and student bodies within the College.