



Privacy Policy

At Darul Ulum College of Victoria, great importance is placed on protecting privacy. The commitment to protecting personal information is guided by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) (Privacy Act). Additionally, the College adheres to the Health Privacy Principles set forth in the Victorian Health Records Act 2001.

This policy explains the College's approach to collecting, using, and managing personal and sensitive information. The College is committed to safeguarding all confidential information entrusted to us, employing stringent measures to ensure its security and protection.

The College may, from time to time, review and update this Privacy Policy to take into account new laws and technology, changes to the College's operations and practices.

WHAT KIND OF PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DOES THE COLLEGE COLLECT IT?

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- current, past or prospective students and parents / guardians;
- emergency contacts nominated by the parent / guardian;
- job applicants; staff members, volunteers and contractors;
- external service providers; and

- other people who come into contact with the College, including name and contact details and any other information necessary for the particular contact with the College.

Collection of Personal Information: Darul Ulum College typically gathers personal information through various means. This includes physical or online forms completed by parents or students, in-person meetings and interviews, and phone conversations. Worth noting that occasionally, individuals other than parents and students may provide personal information to the College.

Third-Party Information Sources: In certain instances, the College may receive personal information about an individual from external sources. Examples include medical reports from healthcare professionals or references from other educational institutions or government agencies.

Exception in Relation to Employee Records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee's record, where the treatment is directly related to a current or former employment relationship between the College and employee. The College handles staff health records in accordance with the Health Privacy Principles in the Health Records Act.

In this Privacy Policy, personal information also includes **sensitive information** which is defined in the Privacy Act as information relating to a person's racial or ethnic origin, political opinions, religion, affiliations, philosophical beliefs, sexual orientation or criminal record, health 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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

PURPOSE: HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION PROVIDED?

Darul Ulum College will use the personal information it collects primarily for the purpose it was gathered, as well as for relevant secondary purposes that are reasonably anticipated or consented to.

Students and Parents:

The College's main objective in collecting personal information about students and parents is to facilitate the student's education. This encompasses meeting both parental and student needs throughout the student's enrolment period.

The College uses this information for various purposes, including:

- Communicating with parents about their child's education via various channels
- Managing day-to-day operations
- Ensuring students' educational, social, and medical welfare
- Fulfilling legal obligations and duty of care responsibilities
- Marketing purposes

It's important to note that failure to provide requested information may impact the College's ability to enrol or continue a student's enrolment.

Job Applicants, Staff, and Contractors:

For these individuals, the primary purpose of collecting personal information is to evaluate and potentially engage them. The information is used for:

- Managing employment or contractual arrangements
- Insurance purposes
- Financial purposes
- Meeting legal obligations, particularly regarding child protection laws

Volunteers:

Personal information about volunteers is collected to facilitate collaboration between the College and its volunteers.

Marketing and Fundraising:

The College views marketing and fundraising as crucial for maintaining and improving its educational environment. Personal information may be shared with organisations assisting in fundraising efforts. Members of the school community may receive fundraising information, and College publications containing personal information may be used for marketing purposes.

What personal information does the College collect?

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- name and surname;
- home address;
- email address; and
- telephone number.

If you are a current, previous or prospective student, we may also collect and hold the following personal information about you:

- age, date of birth and year level;
- relationship with the College, for example, siblings currently or previously enrolled in the College;
- Victorian Student Number;
- tax file number (if applicable);

- copy of or details from your birth certificate;
- languages spoken at home;
- emergency contact information;
- learning and behavioural information, including information collected from previous schools (if applicable);
- medical information, including disabilities, medical conditions, psychological or emotional conditions, as well as the name of your treating medical practitioners, dietary requirements; and
- family circumstances, including marital status of parents and other information in relation to custody, access or intervention orders.

SHARING PERSONAL INFORMATION

The College may disclose relevant personal information, including sensitive information, held about an individual affiliated with the College for educational, administrative and support purposes. This may include (but not limited to) disclosing personal information to:

- other schools / educational institutions;
- government departments and /or agencies;
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- VTAC in relation to VCE;
- the media in relation to VCE results;
- ACER;
- people / agencies providing administrative and financial services to the College;
- recipients of College publications, such as newsletters and magazines;

- parents or guardians;
- anyone to whom you authorise the College to disclose information to such as emergency contacts; and
- anyone to whom we are required or authorised to disclose the information to by law, for example, child protection agencies and Victoria Police.

SECURING PERSONAL INFORMATION

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside of Australia.

Personal information is protected via the following means:

1. **Firewall:** College is using Cyberedge a Next Generation firewall, which boosts our network security through AI-driven URL categorisation and phishing detection, utilises cutting-edge firewall and deep packet inspection technologies to provide comprehensive visibility into network traffic.
2. **Data Encryption:** College uses SSL (Secure Sockets Layer) certificate for its online services (SchoolBox, Synweb) which assures that the website is authentic, and that any personal data entered through it is encrypted and cannot be intercepted by malicious third parties.
3. **Access Controls:** College have strict access controls in place to ensures that only authorized individuals can access sensitive information.
4. **Authentication:** College have implemented strong password policies and additional Multi-factor authentication (MFA) for user to protect their accounts.

The College's staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals. The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

ACCESSING AND CORRECTING PERSONAL INFORMATION

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

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/legal guardians.

To make a request to access any information the College holds about you or your child, please contact the College Registrar in writing. The College may require you to verify your identity and specify what information you require. If we cannot provide you with access to that information for legal reasons, we will provide you with a written notice explaining the reasons for refusal.

In cases where access is denied, such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

ENQUIRIES / COMPLAINTS

If you would like further information about the way the College manages the personal information it holds or wish to complain that you believe that the College has breached the Australian Privacy Principles, please contact the College principal in writing. The College will investigate any complaint and will notify you in writing of the outcome.

CONTACTING US

Should you have any queries pertaining to our College's Privacy Policy, please contact using one of the following means:

Post:

The Principal
17 Baird Street, Fawkner
3060

or

Email:

Fawkner Campus: info@dulum.vic.edu.au

Mickleham Campus: infodua@dulum.vic.edu.au

or

Visiting the College's reception in person.

Date of Review	Next Review
Term 1, 2024	Term 1, 2026
Principal's Endorsement: 	