



Policy Title

looking after students' educational, social and medical wellbeing;
seeking donations and marketing for the College; and
to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the

levels of security being allocated to staff based on their roles and responsibilities and security profile.

Ensuring all staff are aware that they are not to reveal or share personal passwords.

Ensuring where sensitive and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.

Implementing physical security measures around the School buildings and grounds to prevent break- ins.

Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.

Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.

Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

Personal information we hold that is no longer needed is destroyed in a secure manner, deleted or de- identified as appropriate.

Our website may contain links to other websites. We do not share your personal information with those websites and we are not responsible for their privacy practices. Please check their privacy policies.

4.4

