



# Wesley College

## PRIVACY POLICY

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### Background

This Privacy Policy sets out how the College manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

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

### Principles

#### What kind of personal information do we collect?

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

- Prospective students
- Current students
- Alumni
- Staff and contractors
- Other people who come into contact with the College or the Wesley College Foundation.

#### How do we collect it?

The College will generally collect personal information held about an individual by way of online forms or paper forms, face to face interviews, emails and telephone calls.

Personal information may also be provided to the College about an individual from a third party, for example, a professional or personal reference in relation to an application for residency.

Personal information may also be generated about an individual throughout a student's time at the College and then as a member of our Alumni.

#### How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you or to which you have consented.

#### *Students*

The College's primary purpose of collection is to enable us to provide an appropriate living and learning environment for our resident students for the duration of their stay.

The purpose for which the College uses personal information of students include

- Day to day administration of the College
- Providing a range of co-curricular and organisational tools and services to students to assist them with their University and College experience
- Oversight of students' wellbeing
- Satisfying the College's legal obligations
- Allowing the College to discharge its duty of care.

### ***Parents/Guardians***

The College also collects personal information in relation to parents/guardians of students. This information is primarily used for contact in relation to functions being held at the College and from time to time, notification in relation to fee payments or other matters, with the consent of the student.

### ***Alumni/Volunteers***

The College also obtains personal information about alumni and volunteers who assist the College in its functions or conduct of associated activities, such as members of Council, members of Foundation or other committee members as well as membership of the alumni database.

### ***Marketing and Fundraising***

The College treats fundraising for future growth and development of the College in both scholarships and buildings as an important part of ensuring the College is able to continue to provide a quality living and learning environment.

Personal information may be disclosed by the College to our associated organisations to assist in fundraising, for example, the Wesley College Foundation.

The College keeps limited records of personal information related to Alumni in the Archives, which may be used for historical purposes, including studies, exhibitions or publications.

## **Who might the College disclose personal information to and store your information with?**

The College might disclose personal information, including sensitive information, held about an individual to

- The University of Sydney, in accordance with University regulations;
- Government departments, as required by law;
- Anyone you authorise in writing for the College to disclose information to.

The College might disclose personal information, including sensitive information, held about an individual to the following, unless specifically advised otherwise in writing,

- Wesley College Foundation and associated fundraising committees;

- Providers of specialist services to the College (including but not limited to photographers, academic tutors and sports coaches)

The College may also store personal information in the 'cloud', which may mean that it resides on servers situated outside Australia.

## **How does the College treat sensitive information?**

In referring to sensitive material, the College means information related to a person's racial or ethnic background, religion, sexual orientation or practices or criminal record, as well as academic and health information.

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

## **Management and Security of Personal Information**

College staff are required to respect the confidentiality of students' 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 password protected access rights to computerised records and databases.

## **Accessing your personal information held by Wesley**

You may access your personal information Wesley holds, subject to legal restrictions or exemptions. Where such restrictions or exemptions exist, Wesley will advise you of those reasons at the time of your request.

If you wish to access the personal information Wesley holds about you or request correction of it, you should contact the Privacy Officer using the contact details below.

## **How can you correct and update your information?**

Wesley takes reasonable steps to ensure that the personal information Wesley holds about you is accurate, complete and up-to-date. However, Wesley also relies on you to advise us of any changes to your personal information.

If there are any changes to your personal information or if you believe the personal information Wesley holds about you is not accurate, complete or up to date, please contact us using the contact details below as soon as possible.

## **What to do if you have a complaint?**

If you want to make a complaint about a breach of this Privacy Policy or the privacy principles of the *Privacy Act 1988* you can contact Wesley using the contact details below. You will need to provide Wesley with sufficient details regarding your complaint together with any supporting evidence.

Wesley will refer your complaint to the Privacy Officer who will investigate the issue and determine the steps (if any) that Wesley will undertake to resolve your complaint. Wesley will contact you if additional information is required and will notify you in writing of the outcome of the investigation.

If you are not satisfied with Wesley's determination, you can contact Wesley to discuss your concerns or complain to the Australian Privacy Commissioner via [www.oaic.gov.au](http://www.oaic.gov.au).

Officer of the Australian Information Commissioner (OAIC)  
Phone: 1300 363 992  
Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
GPO Box 5218  
SYDNEY NSW 2001

## **Contact us**

If you have a query relating to this Privacy Policy or wish to make a complaint, please contact Wesley using the following contact details:

Privacy Officer: Business Manager  
Phone: 02 9565 3322  
Email: [finance@wesleycollege-usyd.edu.au](mailto:finance@wesleycollege-usyd.edu.au)

## **Policy Review**

This Policy is to be reviewed annually by the Wesley College Council (next review June 2016).