

Privacy Policy

Authorised by:	Worldview Board	Date Authorised: 18 Sept 2017
Effective Date:	18 Sept 2017	
Last Amendment Date:		
Review Date Due:	2022	
Associated Legislation:	Privacy Act 1988 (Cth) and subsequent amendments	
Associated Documents:		
Implementation and Review:	Administrator	
Superseded Documents:	Privacy Policy 2007	
Revision History:		

1. Purpose

This policy covers matters relating to the collection, storage, disclosure and use of personal information.

2. Scope of Policy

This policy relates to information collected and held by WCIS which includes (but is not limited to) personal information, including health and other sensitive information, about:

- staff and students before, during and after serving or studying at WCIS;
- applicants, donors, supporters, volunteers and contractors; and other people who come into contact with WCIS.

The policy does not cover the handling of such information after it has been passed on to the Melbourne School of Theology (MST) during the normal course of business. Please see the MST Privacy Policy for more information as to their own approved privacy practises.

3. Definitions

MST: Melbourne School of Theology.

Personal information: Information or an opinion about an identified individual or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

Sensitive information: Information relating to a person's racial or ethnic origin, political opinions, religious affiliation, trade union or other professional or trade association membership, sexual orientation, criminal record, health information and biometric information about an individual.

WCIS: Worldview Centre for Intercultural Studies

4. Policy Statement and Supporting Procedures

4.1. Introduction

Worldview Centre for Intercultural Studies (WCIS) is a non-profit organisation. It respects and honours its staff, students, volunteers, donors, supporters and contacts, their right to be treated courteously, fairly and have their privacy protected in relation to the collection and handling of their personal information. WCIS is committed to the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (Cth) and subsequent amendments.

The APPs provide a set of rules which govern how we collect, use, disclose and store personal information. The APPs also require us to have a clearly expressed and up-to-date APP privacy policy about our management of your information, that is, information that allows others to identify you.

This privacy policy sets out how we manage your information and is made available in hard copy and electronic form at no charge.

4.2. How we collect and hold information

WCIS will generally collect personal information held about an individual by way of forms filled out by you, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than you will provide personal information.

In some circumstances WCIS may be provided with personal information about an individual from a third party, for example, a report or reference provided by a medical professional, another organisation, church or pastor.

WCIS will seek the permission of an individual prior to them being photographed. The individual will be advised as to the purpose for which the photograph is collected and the type of disclosure that may be made of personal information.

Where an individual's photograph may be published on a website or in other promotional material, WCIS will ask specifically for the individual's consent prior to publication. WCIS will inform the individual as to the full extent to which the photograph will be used.

In the case of the photographing of children for any WCIS promotion, consent will be obtained from the parent or guardian on behalf of the child.

WCIS personnel will clearly identify themselves when making contact with individuals, and all letters and promotional materials will contain WCIS's registration and contact details.

WCIS staff members are required to respect the confidentiality of personal information and the privacy of individuals.

4.3. Why we collect, hold, use and disclose your information

WCIS will use personal information it has collected that is reasonably expected by you to be collected, or to which you have consented. WCIS's primary purpose of collection of personal information from applicants, students, graduates, staff, supporters, donors, volunteers, contractors, is:

- For administrative functions such as:
 - determining the suitability of applicants for training;
 - determining the suitability of applicants to join the staff team;
 - maintaining WCIS database of contacts as mentioned in Point 2 above
 - promotional purposes (with the express exception of sensitive information);
- for insurance purposes;
- to satisfy WCIS's legal obligations; and
- for contractors: in relation to personal information of contractors, WCIS's primary purpose of collection is to assess suitability and (if successful) to engage the applicant.

WCIS may disclose personal information, including sensitive information, held about an individual to mission organisations, churches & pastors, supporters, government departments, medical practitioners, people providing services to WCIS, anyone you authorise WCIS to disclose information to, and anyone to whom WCIS are required to disclose the information by law.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, such as:

- the relevant individual consents; or
- the collection is required by law; or
- the collection is necessary for the establishment, exercise or defence of a legal or equitable claim; or
- the sensitive information relates solely to the members, or individuals who have regular contact with WCIS in connection with its activities and at the time of collecting the sensitive information.

4.4. How long we will keep your information

The Privacy Principles require WCIS not to store personal information longer than necessary. We regularly conduct reviews of the personal information we hold and take reasonable steps to destroy or permanently de-identify that information within a reasonable time.

4.5. Security of your information

WCIS has in place steps to protect the personal information WCIS holds from misuse, interference and loss, unauthorized access, modification or disclosure by use of various methods including locked storage of hard copy records and password-protected access rights to computerised records.

4.6. Direct Marketing

WCIS will not rent, exchange or sell mailing lists of our donors, supporters or other persons to other organisations for use in their own marketing purposes.

4.7. Use of a pseudonym for anonymity

Wherever it is lawful and practicable to do so, WCIS will provide individuals with the option of not identifying themselves or use a pseudonym when entering transactions with WCIS.

4.8. In what overseas countries we are likely to disclose your information.

WCIS will only transfer personal information it collects overseas:

- if it reasonably believes that the recipient of the information is subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the APPs,
- or the transfer is consented to,
- or the transfer is necessary for the performance of a contract between the individual and WCIS,
- or the transfer is otherwise in conformity with the APPs.

4.9. How you can access and change your information

Under the Act an individual has the right to obtain access to any personal information that WCIS holds about them and to advise WCIS of any perceived inaccuracy. If the personal information held is not accurate, complete and up-to-date WCIS will take reasonable steps to correct the information.

This right of access to personal information is subject to the exceptions in the APPs which include, for example:

- that access may not be provided to information relating to existing or anticipated legal proceedings;
- where providing access would have an unreasonable impact upon the privacy of other individuals, where providing access would be unlawful;
- where denying access is required or authorised by law; or
- where it would breach confidentiality.

If a request for access to, or correction of personal information is denied, reasons for that denial will be provided. WCIS may recover an amount to cover the reasonable costs of providing access to personal information.

4.10. How you can make a complaint

If you consider that we have not complied with the relevant provisions of the APPs or relevant provisions of the Privacy Act, you may make a complaint by contacting the WCIS Administrator as detailed below.

WCIS information practices and Privacy Policy will be monitored and, if necessary, revised from time to time.

WCIS will give notice of any amendments to its Privacy Policy by posting an updated version on its website.

Please address any enquiries in relation to this Privacy Policy to: -

Administrator
PO Box 21, St Leonards, TAS 7250

Or e-mail the Privacy Officer at administration@worldview.edu.au