



Privacy Policy

1. INTRODUCTION

All AICC policies, protocols and procedures flow from the College's vision:

To be a distinct growth-focused school where all students strive for continuous growth in a caring, empowering, and supportive environment as they achieve their full potential to become future ready, contribute to their community, and have confidence in their Australian-Muslim Identity.

Australian Islamic Centre College is committed to the care, safety and welfare of students and staff.

2. Purpose

AIC College values the privacy of all individuals and is dedicated to safeguarding the personal and health information it collects. This commitment extends to all staff, including contractors, volunteers, and service providers.

The College is bound by the National 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, changes to the Colleges' operations and practices and to make sure it remains appropriate to the changing College environment.

3. Definitions

- **Personal Information:** Includes details such as a person's name, address, phone number, and age. Even de-identified student information is considered personal information.
- **Health Information:** Information about an individual's physical, mental, or psychological health, such as medical history, immunization status, or counselling records.
- **Sensitive Information:** Encompasses racial or ethnic origin, religious beliefs, political opinions, and health information.

4. Information Collection

The college collects personal and health information regarding:

- Students and their families.
- Job applicants, staff, volunteers, and visitors.

Information is collected through various means including in-person interactions, phone calls, electronic documentation, online tools, and CCTV cameras on campus.

5. Purpose of Information Collection

AIC College collects this information for several purposes:

- For students: To provide education, support well-being, meet legal obligations, and maintain school order.
- For others: To assess job applicants, manage staff and volunteers, fulfill legal duties, and respond to legal claims.

6. Use and Disclosure of Information

The college uses or discloses information under specific circumstances, such as:

- For the primary purpose for which it was collected (e.g., educating students, care and safety).
- For related secondary purposes (e.g., enabling school councils to perform their functions).
- With consent or as required by law, including to address health or safety threats, or legal obligations.

7. Complaints and Access to Information

The college and its governing body, use information to respond to complaints made by parents or others. Individuals have the right to access, update, or correct their personal and health information held by the college.

Storing and Securing Information

AIC College takes steps to safeguard the information it collects, ensuring it is protected from misuse, unauthorized access, and loss.

Updating Information

The college ensures that the information it holds is accurate and up-to-date. Parents and staff can update their records through the admin office or using the Compass System.

By adhering to privacy laws and implementing robust data management practices, AIC College ensures that the privacy rights of all individuals connected to the school are respected and upheld.