

## PRIVACY POLICY

### Our Commitment to Your Privacy

At Sports College South Australia (SCSA), we are committed to being open and transparent about how we handle your personal information. This policy explains what information we collect, why we collect it, and how we protect it. We are bound by the **Australian Privacy Principles** under the **Commonwealth Privacy Act 1988**, which sets the standards for how organizations manage personal data.

This policy applies to all personal information we collect from students, staff, parents, and alumni.

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### What We Collect

**Personal Information** is any information that can identify you. This includes:

- Your name, address, and contact details.
- Photographs.
- Bank account details.
- Academic results.
- Gender and marital status.
- Parent or guardian details.

We may also collect **Sensitive Information**, which is a special category of personal data. This includes details about your health, racial or ethnic origin, or working with children checks. We only collect sensitive information with your explicit consent and when it is necessary for our college's activities.

Generally, we collect this information directly from you. For students under 18, we often work with a parent or guardian to ensure we have the correct details.

## **How We Use and Share Your Information**

We collect and use your personal information to carry out our core functions, such as:

- Providing educational services.
- Hiring and managing staff.
- Meeting reporting requirements for state and national regulators.
- Looking after students' social and medical well-being.
- Promoting and marketing the college.
- Complying with legal obligations, such as law enforcement.

We may share your information with other individuals and organizations as needed. This includes:

- A student's parents or guardians (unless we are instructed otherwise).
- Professional services like IT consultants, insurers, or lawyers.
- Medical professionals and emergency services.
- Our industry partners.
- Government agencies, when required by law.

We do not typically send personal information outside of Australia. If we ever need to, we will do so in full compliance with the Australian Privacy Principles.

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## **Security and Access**

We take the security of your information very seriously. All SCSA staff are required to sign a confidentiality agreement and are trained to protect your data. We use both physical and electronic security measures to protect the information we hold from misuse, loss, and unauthorized access.

We are legally required to keep certain records for specific periods, even if they contain personal information. We will destroy this information securely once the legal retention period has passed.

You have the right to access and correct the personal information we hold about you. You can make a request to do so directly to the college.

For a senior secondary student, we may collect, use, and disclose information to a parent or guardian. However, we may also work directly with the student if they have sufficient maturity and understanding. Before providing any information, a staff member will always confirm the identity of the person making the request.

## **Data Breaches and Complaints**

A **data breach** occurs when personal information is lost, stolen, or accessed without authorization. This could happen through a lost device, a cyberattack, or an accidental disclosure. If a breach occurs, we will follow a clear process to address it.

If you have a privacy complaint, you can raise it with us directly.

- **Students** can use the **SCSA Concerns, Complaints and Appeals Policy**.
- **Staff** can use the **SCSA Staff Formal Complaint Resolution Process**.

While we encourage you to come to us first, you also have the right to make a complaint externally to the **Office of the Australian Information Commissioner**.