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Policy Pertains to:	College Board; Senior Executive; All staff; Parents & students; Volunteers; Contractors; other individuals or entities whose personal information the College may collect or hold

### Version History

Version	Date	Notes
1.0	February 2018	New CEN Policy
1.1	February 2018	Amendments Ref: Table of Contents, 5 Definitions; 6 Policy statements
2.0	September 2019	WWCC Policy modification & adoption
2.1	May 2024	Total Review and inclusion of Information Collection & Privacy Statement

## College Vision

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

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Important related documents:

Enrolment Policy	Child Protection Policy
Human Resources (HR) policy suite	WHS Framework
Record Keeping	Finance Policy suite
ICT policies	Complaints Framework

Relevant Legislation:

The Privacy Act 1988 (Cth)

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Health Records and Information Privacy Act 2002 (NSW)

Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)

Other References:

'Privacy Compliance Manual', Independent Schools Council of Australia and National Catholic Education Commission, January 2018, used by permission.

Office of the Australian Information Commissioner [www.oaic.gov.au](http://www.oaic.gov.au) – further information  
Australian Privacy Principles Guidelines, OAIC, 31 March 2015 Ed., *check website for latest information*

## 1 INTRODUCTION

The College is bound by the Australian Privacy Principles (APPs) contained in the Commonwealth Privacy Act 1988, other Commonwealth and State privacy legislation, and follows 'Guidelines' as issued by the Office of the Australian Information Commissioner.

The College reserves the right to review and update this Privacy Policy in accordance with new laws and technology, changes to the College's operations and practices, and to make sure it remains appropriate to the changing College environment.

## 2 CHRISTIAN RATIONALE

Wagga Wagga Christian College acknowledges its responsibility before God to care for and protect the children, families and others who trust the College to carry out those responsibilities with love and respect. *(Love) always protects, always trusts, always hopes, always perseveres.* (1 Corinthians 13:7)

The College respects the privacy of individuals and families and places a high priority on integrity in its handling of information provided to the College. It seeks to protect the rights of all people who provide information to the College, in accordance with relevant legislation.

The College honours the Commonwealth and State laws which circumscribe the collection, storage and dissemination of information provided to it.

## 3 PURPOSE OF THIS DOCUMENT

This document sets out the policies and procedures of Wagga Wagga Christian College in relation to how the College uses and manages the personal information provided to, or collected by, it for the well-being of students in its care and for the reasonable functions of the College.

## 4 DEFINITIONS

- Australian Privacy Principles (APPs) – legally binding principles which are the cornerstone of the privacy protection framework in the Privacy Act.

The APPs are structured to reflect the personal information lifecycle:

Part 1 – Consideration of personal information privacy (APP 1,2)

Part 2 – Collection of personal information (APP 3,4,5)

Part 3 – Dealing with personal information (APP 6,7,8,9)

Part 4 – Integrity of personal information (APP 10,11)

Part 5 – Access to, and correction of, personal information (APP 12,13)

- 'Personal Information' – information or an opinion, whether true or not, about an individual whose identity is apparent, or can reasonably be inferred from, the information or opinion, whether the information is recorded in a material form or not. It includes all personal information, regardless of its source.
- 'Sensitive Information' – personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, membership of a professional or trade association, philosophical beliefs, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information, genetic information and biometric information about an individual.
- 'Health Information' – information or an opinion about: the health, illness or disability or injury (at any time) of an individual; an individual's expressed wishes about the future provision of health services to him/ her; a health service provided, or to be provided, to an individual. It also includes information about the donation or intended donation of an individual's body parts, organs or substances and genetic information about an individual.
- 'Records' – The Privacy Act regulates personal information contained in a 'record'. It includes a 'document' or an 'electronic or other device'. It covers a wide variety of material. A 'document' includes anything on which there is any writing, anything from which sounds, images or writings can be reproduced, drawings or photographs. It excludes a generally available publication (e.g. a telephone directory); or anything kept in a library, art gallery or museum for the purposes of reference, study or exhibition.
- 'The College' – Wagga Wagga Christian College
- 'Eligible Data Breach' – Under the Notifiable Data Breach Scheme an Eligible Data Breach occurs when 3 criteria are met:
  - there is unauthorised access to, or unauthorised disclosure of, personal information, or a loss of personal information, that an entity holds
  - this is likely to result in serious harm to one or more individuals, and
  - the entity has not been able to prevent that likely risk of serious harm with remedial action. (Also referred to as 'Notifiable Data Breach')
- 'Serious harm' – can be serious psychological, emotional, physical, reputational, financial or other forms of harm.
- 'Remedial action' – action taken to prevent unauthorised access or disclosure of personal information.
  - if remedial action prevents the likelihood of serious harm occurring, the breach is not an eligible data breach
  - for breaches where personal information is lost, remedial action is adequate if it prevents the unauthorised access or disclosure of personal information.

**5 POLICY**

- (a) The College's handling of the personal information it collects and holds (including sensitive and health information) is governed by the Australian Privacy Principles and other requirements of legislation and regulators.
- (b) The College is committed to protecting the rights to privacy of all stakeholders in its handling of personal information unless other legislative requirements take precedence e.g. child protection investigation processes.
- (c) The College is committed to providing an excellent standard of student welfare and education. The information it collects is primarily for the purpose of running, and managing the responsibilities of the College.
- (d) The College is committed to rapid and effective response in the event of a data breach; and in accordance with the requirements of the Notifiable Data Breach scheme.
- (e) The College is committed to continual improvement of its practices in the protection of the personal information it holds.

## 6 COLLECTION OF INFORMATION

### 6.1 Collection of Personal Information

The College collects and holds information including (but not limited to) personal information, including health and other sensitive information, about:

- Students and parents/ guardians before, during and after the course of a student's enrolment at the College;
- Job applicants, staff members and their families, volunteers and contractors; and
- Other people who come into contact with the College.

The College will only collect personal information that is reasonably necessary for one or more of the College's functions or activities.

#### (a) Consent

Generally, the College will refer any requests for consent, and notices in relation to the personal information of a student, to the student's parents. The College will treat consent given by the parents as consent given on behalf of the student; and notice given to the parents will act as notice given to students.

The College will only collect sensitive information about an individual if consent is given and the information is reasonably necessary for one or more of the College's functions or activities.

#### (b) Collection from the individual

Where possible, the College collects personal information from the individual concerned by way of written forms, face-to-face meetings, interviews, emails and telephone calls.

#### (c) Images and video recordings

We collect images and video of students and other people in relation to College programs and services. We collect images and videos of students for the purposes of celebrating student achievement, documenting student progress and participation in College programs and services, as well as for the purpose of communicating with the broader College community through newsletters and yearbooks.

#### (d) Web information

We collect metadata relating to website usage, including by using cookies, for statistical and administrative purposes. The types of information collected include a person's server address, domain name or IP address, the date, time and duration of the visit, the pages accessed, and documents downloaded, and other information.

We use Google Analytics on our website to collect information regarding how people use our site. Google Analytics uses both first person and third-party cookies to record standard internet traffic information and the information is used by us to understand how people use our website. We do not combine this information with other data in a manner which would identify your personal information.

If a person does not wish to receive any cookies they may set their browser to refuse cookies. However, this may impact on website functionality and the services provided to them.

(e) Personal information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, e.g. a report from a health care professional, or a reference from another school.

(f) Exception in relation to employee records

Under the Privacy Act the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

(g) Dealing with unsolicited information

If the College receives unsolicited personal information, the College will, within a reasonable period after receiving the information, determine whether the College could have lawfully collected the information. If not, the College will, as soon as practicable but only if it is lawful and reasonable to do so, destroy the information or ensure the information is de-identified.

### 6.2 Need to Advise

Before information is collected, or as soon as practicable afterwards, the College will make the individual to whom the information relates aware of the following:

- The fact that information is being collected
- The purpose for which the information is being collected
- The intended recipients of the information
- Whether the supply of information by the individual is required by law, or is voluntary; and any consequences for the individual if the information is not provided, or part not provided
- The existence of any right of access to, and correction of, the information
- How an individual may complain about a breach of the Australian Privacy Principles by the College

This information is outlined in the 'Privacy Statement' (Appendix 1) and 'Employment Information Collection – Privacy Notice' (Appendix 2).

## 7 USE AND DISCLOSURE OF PERSONAL INFORMATION

### 7.1 Use of the Personal Information Provided to the College

The College will use personal information provided to it for the primary purpose of collection; and for related secondary purposes which may be reasonably expected, or to which you have consented.



(a) Students and Parents/ Guardians

The College's primary purpose of collection of personal information is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents/ guardians, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

The purposes for which the College uses this personal information include:

- To keep parents informed about matters relating to the child's schooling, through correspondence, reports, newsletters and yearbooks
- Day-to-day administration
- The student's educational, social and medical wellbeing
- Community building
- Seeking donations and marketing for the College
- To satisfy the College's legal obligations and allow the College to discharge its duty of care
- Complying with Federal and State reporting requirements
- Investigating incidents or defending any legal claims against the College, its services or staff
- Satisfying the College's legal obligations
- Complying with reporting requirements to the relevant government authorities  
(for example, the NSW Department of Education)
- Celebrating the efforts and achievements of students.

Where the College requests personal information about a pupil or parent/ guardian, which is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a specific activity.

(b) Job applicants, staff members and contractors the College requests personal information for:

- Assessing suitability for employment, to engage an employee or contractor
- Administration of the individual's contract or employment
- Insurance purposes, such as public liability or Workers Compensation
- Satisfying the College's legal obligations, e.g. in relation to child protection legislation
- Investigating incidents, or defending legal claims about the College, its services or staff
- Seeking donations, and marketing of the College

(c) Volunteers

The College obtains personal information about volunteers who assist the College in its functions, or conduct associated activities, to enable the College and the volunteers to work together.

(d) Marketing and Fund Raising

The College treats marketing and seeking donations for the future growth and development of the College, as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and yearbooks, which include personal information, may be used for marketing purposes.

(e) 'Do Not Publish'

The College creates opportunities for parents to choose for their child's or family's information to NOT be published. e.g. photos/ videos

Parents may inform the College during the enrolment process, or at any time by advising the College in writing of withdrawal or change of consent.

## 7.2 Disclosure of Personal Information

(a) The College may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Distance Education providers e.g. TAFE, where students are enrolled as part of their study at the College
- Assessment and educational authorities e.g. NESA; NAPLAN
- Government departments
- Medical practitioners
- Service providers to the College, e.g. visiting specialist teachers, music tutors; finance services
- Recipients of College publications, such as newsletters and yearbook
- Parents of the student enrolled; unless a Court Order limiting access by one parent is received by the College
- Anyone personally authorised by the parents/ guardians of the student
- Anyone to whom the College is required to disclose information to by law

(b) We may publish personal information, including images and videos of students, on our website, social media channels and on YouTube. Where we do so we will endeavour to do so in accordance with the consent provided at enrolment or if provided with an updated consent provided to the College.

(c) The disclosure of personal information by the College may be for an advertising campaign, a news story for the media or in a publication such as a prospectus or annual report. Where this is the case, we will endeavour to seek consent prior to use.

- (d) The College will not send personal information about an individual outside Australia without:
- In the instance of an individual's personal information, obtaining the consent of the individual (unless this consent is already implied) e.g. for the purpose of arranging an overseas trip for students.
  - In the instance of collected storage of information, ensuring that the recipient agency/ service provider complies with the Australian Privacy Principles, or other privacy legislation that is substantially similar to the Australian Privacy Principles e.g. data stored in the 'cloud'.
- (e) The College will not send personal information about an individual outside Australia unless there are mechanisms that the individual can access to enforce the protection of their information under the applicable privacy legislation.

### 7.3 Handling of Sensitive Information

Generally, the College will only use or disclose sensitive information for the primary purpose for which it has been collected, and with the consent of the person.

There may be occasions where the College will use sensitive information for a secondary purpose, where the following applies:

- that secondary purpose is directly related to the primary purpose for which the sensitive information was collected;
- the person would reasonably expect the use or disclosure; or
- the person consents to the use or disclosure.

## 8 MANAGEMENT OF PERSONAL INFORMATION

The College takes all reasonable steps to make sure that the personal information it collects and stores is accurate, up-to-date, complete, relevant and not misleading.

If the College is satisfied that the information that it holds is inaccurate, out-of-date, incomplete, irrelevant or misleading, or is requested to correct the information by the individual, the College will take reasonable steps to correct that information. The College must notify other relevant parties of the correction and, if the College refuses to correct the information upon an individual's request, give reasons for the refusal and the mechanisms available to complain about the refusal.

### 8.1 Access and Correction of Personal Information

An individual has the right under the Privacy Act to request access to personal information which the College holds about them; and to advise the College of any perceived inaccuracy and to seek correction to their information.

Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

- There are some exceptions to these rights set out in the applicable legislation.
- The College will endeavour to ensure that the personal information it holds is accurate, complete and up-to-date.

- Personal information may be accessed or updated by contacting the College in writing. The College will require you to verify your identity and specify what information you require.
- If the information sought is extensive, the College may require a reasonable fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested.
- The College will not store personal information longer than necessary.

### 8.2 Denial of Access to Personal Information

If the College cannot provide access to the information required, the College may be able to provide a format of information that protects the privacy of other individuals.

A written notice explaining the reasons for a refusal will be provided.

Access to personal information will be denied in all cases such as where:

- It would pose a serious or imminent threat to the life or health of an individual
- Release may result in a breach of the College's duty of care to the student
- It would have an unreasonable impact on the privacy of other individuals
- It is likely to prejudice the prevention, detection, investigation, prosecution or punishment of an unlawful activity, the activities of a law enforcement agency, legal proceedings or negotiations
- The request is frivolous or vexatious
- The information relates to existing or anticipated legal proceedings between the parties, and the information would not be accessible through legal procedures
- Providing access would be unlawful
- Denying access is required or authorised by or under law

### 8.3 Consent and Rights of Access to the Personal Information of Students

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/ guardians. The College will treat consent given by parents/ guardians as consent given on behalf of the student and notice to parents/ guardians will act as notice given to the student.

The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them; or allow a student to give or withhold consent to the use of their personal information, independently of their parents/ guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

### 8.4 Employment Records

Employee records and acts done by the College as the employer of staff, if directly related to a current or former employment relationship, are exempt from the application of the Privacy Act 1988.

Examples of this type of information include the terms and conditions of employment, personal contact details, performance and conduct and salary details.

Accordingly, the College may access and use personal information about employees when appropriate.

## **9 SECURITY OF PERSONAL INFORMATION**

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 access rights to computerised records, and restricting access to relevant people in areas where personal information is stored.  
(APP 11)

The College's staff are required to respect the confidentiality of students' and parents' personal information, and the privacy of individuals.

If the College no longer needs the personal information about an individual for any purpose and is no longer required to retain the information by law, the College will take reasonable steps to destroy the information or ensure the information is de-identified.

### **9.1 Breach of Privacy**

A breach of privacy may result from mishandling information according to the Australian Privacy Principles.

A data breach concerns the security of personal information: and involves the actual unauthorised access to, or disclosure of, personal information; or the loss of personal information where the loss is likely to result in unauthorised access or disclosure.

Causes may be malicious acts of third parties; human error; systems failure; or failure to follow information handling or data security measures resulting in accidental loss, access or disclosure.

- (a) If a data breach is suspected, or confirmed, the College shall take remedial action as soon as is practicable to contain and limit the data loss or access; and to minimise the chance of serious harm to any individual affected by the breach.
- (b) The College shall assess all suspected, or confirmed, data breaches to determine whether it is an Eligible Data Breach. (see 10.2)  
Exception: If the remedial action contains or limits the data loss and potential harm to individuals, the data breach is not a 'Notifiable Data Breach'.
- (c) The College shall investigate the circumstances and take steps to address any issues and increase data security.

9.2 Notifiable Data Breaches

The Notifiable Data Breach (NDB) scheme (from 22 February 2018) gives increased confidence to individuals in the event of a breach of privacy, to be informed of that data breach and to have an opportunity to protect their interests.

- (a) The College shall act as soon as is practicable to prevent further loss of, or access to, the data.
- (b) In event of a NDB, the College shall notify all affected individuals, directly or indirectly, of the NDB as soon as is practicable.
- (c) In event of a NDB, the College shall prepare a statement of prescribed information regarding the eligible data breach for the Office of the Australian Information Commissioner (OAIC).
- (d) The College shall make the affected individuals aware of the contents of the statement to the OAIC.
- (e) The College shall take action to address the cause/s of any data breach against further loss of information.

10 **COMPLAINTS**

Any concerns about the way the College has handled the personal information it holds, such as a complaint about a breach of the Australian Privacy Principles, should be made in writing and directed to the Business Manager.

The College will investigate the complaint and will notify the person with a complaint of the decision in relation to the complaint as soon as practicable after it has been made.

If the College is unable to satisfactorily resolve the complaint, the matter may be referred to the Information Commissioner.

10.1 Enquiries

For further information about the way the College manages the personal information it holds, please contact the College.

11 **APPENDIX 1: PRIVACY STATEMENT**

Wagga Wagga Christian College (ACN 627 347 246) (the College) is committed to protecting the privacy of personal information which we collect and with complying with applicable obligations under the *Privacy Act 1988* (Cth). Privacy Collection Notice: Online

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This collection notice relates to personal information collected by us in connection with our website and forms completed by students, and parents and caregivers of students, during their time at the College.

<i>Who is collecting the information?</i>	Wagga Wagga Christian College (ACN 627 347 246) (the College). Our contact details are as follows: Phone: 02 6923 8888 Email: <a href="mailto:wwcc@wwcc.nsw.edu.au">wwcc@wwcc.nsw.edu.au</a>
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<p><i>How is the information collected?</i></p>	<p>Personal and sensitive information</p> <p>Personal and sensitive information is collected with your consent and in accordance with our privacy policy.</p> <p>Personal and sensitive information will be collected where you complete a form relating to enrolment, send us an email, or make an enquiry via the 'contact us' part of our website, or by otherwise entering information on one of our forms, including to subscribe to information from us or to sign up to events.</p> <p>Our forms ask for a limited amount of personal information for contact purposes, such as an email address and phone numbers. Our enrolment forms ask for information necessary for us to assess whether we can provide educational services to you. You have the choice of whether or not to provide additional personal and health management information. However, we may not be able to process your enrolment or request if we do not have sufficient information. Likewise, you may not be able to participate fully in the service being provided by the College if you do not provide all of the requested information.</p> <p>Images and video recordings</p> <p>In the course of providing educational services, the College may collect personal information in the form of images and video recordings. The College collects this information in accordance with the privacy policy.</p> <p>Web information</p> <p>We also collect metadata relating to website usage, including by using cookies, for statistical and administrative purposes. The types of information collected include your server address, domain name or IP address, the date, time and duration of the visit, the pages accessed, and documents downloaded, and other information.</p> <p>We use Google Analytics on our website to collect information regarding how people use our site, including the types of web information described above. Google Analytics uses both first person and third-party cookies to record standard internet traffic information and the information is used by us to understand how people use our website. We do not combine this information with other data in a manner which would identify your personal information.</p>
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<p><i>Is the collection required under a law or Court order?</i></p>	<p>Generally no, although some information is required to be collected by reason of the College being a registered school within the meaning of the <i>Education Act 1990</i> (NSW).</p>
<p><i>What are the purposes of collection?</i></p>	<p>Information provided to us either directly or indirectly through these forms will be used for the purposes of considering your enrolment, answering your enquiry, providing the relevant service to you, or adding you to the relevant mailing list selected by you. The information may be used for other purposes as set out in our privacy policy.</p> <p>For example, images and video recordings may be used for purposes relating to education and also for the purposes of communicating with the College community about the events and activities of the College.</p>
<p><i>What happens if we don't collect this information?</i></p>	<p>If we do not collect this information, we may not be able to deliver the services to you.</p> <p>If you do not wish to receive any cookies you may set your browser to refuse cookies. However, this may impact on website functionality and the services provided to you.</p> <p>If you do not wish for images and video recordings to be collected, used and disclosed (or for this to only be done in a limited way) please let us know.</p>
<p><i>Can you be anonymous?</i></p>	<p>You can request to be anonymous by contacting our Business Manager on 02 6923 8888. In certain circumstances, this may impact on whether we can provide the requested service to you. Due to being a registered school there is some information we may not be able to anonymise.</p>
<p><i>To whom do we share this information?</i></p>	<p>We may share this information with our service providers, such as information technology service providers (who provide marketing, data processing or storage services). We also share some of this information with the NSW Department of Education and other government agencies.</p> <p>We may share information about student progress with the College community in publications online, in newsletters and in the yearbook.</p> <p>Where we share images and video of students, we do this in accordance with the consent provided at enrolment and our privacy policy. You may update this consent by contacting the College.</p>
<p><i>Do we share the information overseas?</i></p>	<p>Generally no, although on occasion we contract with service providers overseas and backups of data stored on our cloud servers may be replicated on other servers hosted overseas.</p>
<p><i>How can I access and seek correction of this information?</i></p>	<p>Information about how to access and seek correction of personal information we hold about you is contained in our privacy policy.</p>
<p><i>How can I complain?</i></p>	<p>Information about how to complain is contained in our privacy policy. You may also direct complaints to the Australian Information Commissioner at <a href="http://www.oaic.gov.au">www.oaic.gov.au</a>.</p>

12 **APPENDIX 2: EMPLOYMENT INFORMATION COLLECTION - PRIVACY NOTICE**

1. In applying for employment at Wagga Wagga Christian College, you will be providing the College with personal information, including sensitive information. Information is collected through: the job application, the interview process, reference checks made by the College and information provided with acceptance of employment by the successful applicant.
2. This information is required to assess the suitability of applicants for the position; to fulfil the legal and regulatory obligations upon the College; and to enable the College to discharge its duty of care to enrolled students, e.g., verification of Working with Children Check (WWCC).
3. If you accept an offer of employment, we will ask you to provide the College with information about your health. This information is collected to help the College in its duty of care to you, and if relevant our students. We recognise this is sensitive personal information.
4. The school may keep your recruitment record on file for up to twelve (12) months in the case of unsuccessful applications and unsolicited applications, in the event of re-application to a further position opening; unless you advise the school that you do not consent to the College keeping your information.
5. The personal information collected about you will be stored securely. Employee files are maintained confidentially in the College and are exempt from the Australian Privacy Principles under the Privacy Act 1988.
6. The College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - Government departments
  - People providing administrative and financial services to the College
  - Anyone you authorise the College to disclose information to
  - Anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws
7. Failure to provide the information requested by the College will affect our ability to evaluate your application and may result in the recruitment process not proceeding.
8. Employees at Wagga Wagga Christian College are required to inform the College of any changes to their personal information.
9. The College may use cloud computing service providers to store personal information (which may include sensitive information). These servers may be in or outside Australia. This means that personal information may be stored or processed outside Australia.
10. The College's Privacy Policy contains further information about:
  - how the College handles the personal information it holds
  - storage of personal information in 'cloud' computing providers
  - how to complain if you feel there has been a breach of the Australian Privacy Principles - how to correct, or seek access to, personal information held about you.
11. Application to access your personal information may be denied in circumstances which may impact on the privacy of others. The College shall advise of these reasons and possible alternative arrangements.
12. If you provide the College with the personal information of others, e.g. referees, medical practitioner or next of kin, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish. Refer them to the College's Privacy Policy.

13. The College's Privacy Policy is available on its website ([www.wgcc.edu.au](http://www.wgcc.edu.au)) or from the College. We can be contacted at: Wagga Wagga Christian College, Locked Bag 7 Wagga Wagga NSW 2650; or by phone: 02 6923 8888.