

Janet Clarke Hall Privacy Policy

This statement outlines the College's policy on use and management of personal information.

The College holds private material in accordance with Australian Privacy Principles contained in the Commonwealth Privacy Act.

The College will review and revise its Privacy Policy from time to time to take account of new privacy legislation.

1. Collection of personal information

The College collects and holds:

- student applications and supporting information;
- student academic records;
- information provided by job applicants, staff members, contractors, members of Council and Fellows of the College;
- alumni addresses and donor information;
- correspondence provided by alumni and friends.

2. Use of Information

2.1 Students

The College uses the information it collects for the primary purpose of communication, for purposes related to the education and pastoral care of students, and to keep in touch with alumni and friends of the College.

The intercollegiate application process requires that, where a student wishes to be considered by another college, the applicant consents that supporting material can be passed on with the application for consideration by the college of second or subsequent preference. If an application is not placed the material will be returned to Janet Clarke Hall at the conclusion of the intercollegiate application process.

When enquiries are made by an outside party to pass on information on a current or former student of the College, the College will only provide such information with the express, written consent of that current or former student.

2.2 Staff, job applicants, contractors and members of Council

In terms of job applicants and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The College will use the personal information of job applicants, staff members, contractors and members of Council for the following purposes:

- for contact and communication as appropriate;
- to administer the individual's employment or contract, as the case may be;
- to satisfy the College's legal obligations including its duty of care.

2.3. Parents, Alumni, Fellows and friends

Parents, alumni, students and members of the wider College community may from time to time receive College publications, invitations to College events, and fundraising material.

The College may use contact information for individual parents, or in exceptional circumstances via group correspondence, in the case of serious pastoral issues on the part of a student, or in relation to a serious general matter requiring information to be provided by the College.

3. What if I have a question in relation to the policy?

To make an enquiry in relation to information held by the College, please contact the Principal in writing by post care of:

Dr Damian Powell
Principal, Janet Clarke Hall
Royal Parade Parkville 3052 Victoria

or by email: principal@jch.unimelb.edu.au

D.X. Powell
Principal
(last amended August 2014)