

# Attachment 1

# Data Collection Form



**St Andrew's**  
**Anglican College**  
VISION AND SPIRIT

Information required for assessment and reporting purposes

**1. Name of student:**

First name

Last name

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**2. Is the student of Aboriginal or Torres Strait Islander origin?**

*(For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)*

- No [   ]
- Yes, Aboriginal [   ]
- Yes, Torres Strait Islander [   ]

**3. In which country was the student born?**

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**4. Does the student or their mother/guardian or their father/guardian speak a language other than English at home?**

		student	mother/parent1/guardian1	father/parent2/ guardian2
No,	English only	[   ]	[   ]	[   ]
Yes,	Other – please specify			

**5.1. What is the highest year of primary or secondary school the parents/guardians have completed?**

*(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)*

	mother/parent1/guardian1	father/parent2/ guardian2
Year 12 or equivalent	[   ]	[   ]
Year 11 or equivalent	[   ]	[   ]
Year 10 or equivalent	[   ]	[   ]
Year 9 or equivalent or below	[   ]	[   ]

**5.2. What is the level of the highest qualification the parents/guardians have completed?**

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above	[   ]	[   ]
Advanced diploma/Diploma	[   ]	[   ]
Certificate I to IV (including trade certificate)	[   ]	[   ]
No non-school qualification	[   ]	[   ]

**6.1. What is the occupation group of the mother/parent1/guardian1?** \_\_\_\_\_

**6.2. What is the occupation group of the father/parent2/guardian2?** \_\_\_\_\_

Please select the appropriate parental occupation group from the attached list (1, 2, 3 or 4).

- *If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.*
- *If the person has not been in paid work in the last 12 months, enter '8' in the space above.*

## LIST OF PARENTAL OCCUPATION GROUPS

**Group 1:** Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

**Group 2:** Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

**Group 3:** Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
  - **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
  - **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
  - **Service** (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

**Group 4:** Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
  - **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
  - **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
  - **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

## Attachment 2

### St Andrew's Anglian College Privacy Policy

#### 1. PURPOSE

St Andrew's Anglican College (the College), as part of the Anglican Church Southern Queensland, is committed to protecting the privacy of its employees, students and parents. The purpose of this Policy is to outline how the College collects, uses and discloses personal information.

#### 2. SCOPE

This Policy applies to Students, Parents, College Council Members, Employees, Contractors and Volunteers.

#### 3. REFERENCES

The College is bound by the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth) (the Act).

#### 4. DEFINITIONS

**Employee** means all employees employed by the College, including applicants and prospective Employees.

**Employee Record** means a record as defined in the Act.

**Parent** is the parent / guardian / carer of a Student.

**Student** means prospective, current or past student of the College.

**Personal information** is information or an opinion, whether true or not, and whether recorded in material form or not, about an identified individual or an individual whose identity is reasonably apparent, or can be determined, from the relevant information or opinion.

**Sensitive information** is a type of personal information. It includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.

**Health information** is a subset of sensitive information. It is information or an opinion about the health or disability of an individual and information collected to provide, or in providing a health service.

**Health service** includes an activity performed to assess, record, maintain or improve an individual's health, to diagnose an illness or disability, to treat an individual, or the dispensing on prescription of a drug or medicinal preparation by a pharmacist.

#### 5. DETAILS

The College collects, holds, uses and discloses personal information so that it can exercise its function and activities and fulfil relevant duties and obligations.

That may include (but is not limited to):

- ◆ informing Parents about the Student's education;
- ◆ College administrative purposes, including for the provision of such services to the College;
- ◆ supporting a Student's educational, social and medical wellbeing;
- ◆ seeking donations and/or marketing for the College; and
- ◆ satisfying the legal obligations of the College.

The College collects and holds personal information, sensitive information and health information about Students, Parents and Employees.

The College generally deals with personal and sensitive information regarding:

- ◆ Students and Parents relating to the enrolment of the Student at the College;
- ◆ Job Applicants, Employees, Volunteers and Contractors; and
- ◆ Persons who are involved with the College.

The College collects personal information about individuals to satisfy legal obligations and to fulfil its educational purpose. If the College requests information to be provided and the request is not complied with, the College may be unable to enrol a prospective Student or continue enrolment of a current Student.

#### 6. COLLECTION

##### 6.1. Personal Information

The College collects personal information about an individual by way of forms, face-to-face meetings, interviews and telephone calls. Other individuals may provide personal information about a person in dealings with the College.

The College may collect personal information about an individual from a third party, for example, a medical practitioner providing a report.

Collection of personal information from a third party will be undertaken where it is reasonably necessary to do so. Any personal information that is unsolicited will be dealt with in accordance with the APPs.

## **6.2 Sensitive Information**

Sensitive information will be collected by the College where it is reasonably necessary for one or more of the College's functions or activities. It will only be collected with consent, unless one of the exceptions under the APPs applies.

## **6.3 Employee Records**

Under the Act, the APPs do not apply to Employee records. This means that the Act does not apply to how the College deals with an Employee record that concerns current and former Employees of the College.

## **7. USE AND DISCLOSURE**

The College will only use and disclose personal information for the primary purpose of collection or as otherwise specified in this Privacy Policy.

The College may disclose personal information to the Corporation of Synod of the Diocese of Brisbane for administrative and management purposes including insurance, child protection and professional standards.

Personal information will only be used for a secondary purpose if consent has been obtained, where it is reasonably expected or if such use or disclosure falls within a permitted exception.

Sensitive information will be used and disclosed for the primary purpose of collection, unless the College is advised otherwise, or the use or disclosure is required / permitted by law.

## **8. QUALITY OF INFORMATION AND SECURITY**

The College endeavours to ensure that the personal information it holds is accurate, complete and up to date.

The College will take all reasonable steps to:

- protect personal information from misuse, interference, loss, unauthorised access, modification or unauthorised disclosure; and
- destroy or de-identify information that is no longer needed.

## **9. ACCESS TO PERSONAL INFORMATION**

Access to records of personal information that the College holds or concerns about the accuracy of information held by the College should be directed to the BUSINESS MANAGER at the College.

Under the Act, an individual has the right to obtain access to personal information which the College holds about them; there are exceptions to this, for example, where access may impact the privacy of others or pose as a threat to the individual.

To make a request to access personal information the College requires a request in writing. The College will respond to this request within a reasonable period of time. Where it is reasonable, the College will provide access in the manner requested. The College may charge a fee to provide access to the personal information, however, will not charge for the request for access.

If a request for access is refused the College will provide written reasons on why the request was refused; details on how to make a complaint will also be included in this response.

## **10. OVERSEAS DISCLOSURE AND CLOUD**

The College may disclose personal information about an individual overseas; this is likely to occur when the College uses "cloud" service providers such as Microsoft Cloud.

When disclosing personal information to an overseas based "cloud" provider the College will take all steps reasonable to ensure that the overseas recipient complies with the APPs.

## **11. MARKETING AND FUNDRAISING**

The College engages in marketing and fundraising as a means to promote future growth and sustain and improve the educational environment for Students.

Personal information collected may be used to make a marketing or fundraising appeal. The College will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.

The College will allow individuals to "opt out" through selection on the Standard Collection Notice, or on the enrolment agreement.

## **12. COMPLAINTS**

If an individual believes that the College has breached the APPs a complaint can be made to the College.

All complaints should be in writing and directed to the PRINCIPAL. The College will investigate complaints in a timely manner and respond in writing.

If an individual is not satisfied with the College's response, a complaint can be lodged with the Office of the Australian Information Commissioner on the following website <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

## **13. RELATED DOCUMENTS**

- No related documents.