

## Data Privacy Guidelines

These guidelines provide information on how Alphacrucis College manages personal information collected; including personal information collected through their website <https://www.ac.edu.au/>

Alphacrucis College realises the importance of ensuring that personal information held by the institution is treated confidentially and is committed to ensuring that all personal information is only collected, disclosed, used and stored in accordance with the National Privacy Principles set out under the federal Privacy Act 1988.

### How is Personal Information defined?

‘Personal Information’ is information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion

### Use and disclosure of personal information

Any personal information that we collect will only be used and disclosed for the purpose for which it has been provided to us.

Personal information may need to be disclosed to external service providers engaged by Alphacrucis College in order for those service providers to fulfil their service obligations to the institution. Where personal information is disclosed to an external party, Alphacrucis College will take steps to ensure that the external party treats such information confidentially and in accordance with the federal Privacy Act 1988.

### Accessing and Correcting Personal Information

You may request us to provide you with access to personal information we hold about you. We will process all requests for access to personal information in accordance with the National Privacy Principles. In most cases, we will provide you with access to your personal information. However, we may refuse access in certain situations as listed in the National Privacy Principles. If we refuse to give you access, we will provide you with reasons for our refusal.

If any personal information we hold about you is not accurate, complete or up to date, please let us know and in most cases, we will use all reasonable efforts to update the information.

### Personal information security

Alphacrucis College is committed to keeping secure the data you provide to us and we will take all reasonable precautions to protect your personally identifiable information from loss, misuse or alteration.