

## Privacy Policy

This Privacy Policy (**Policy**) applies to the Queensland Theological College (ABN 43 513 210 677) (**QTC**) and A Future QTC Limited (ABN 73 660 087 356) (**AFQTCL**) ('we', 'our' or 'us'), and describes how we collect, handle and protect the privacy of your personal information.

QTC is a ministry of the Presbyterian Church of Queensland and is an affiliated college of the Australian College of Theology. AFQTCL is a not-for-profit company which has the purpose of supporting QTC's operations.

We are committed to protecting your privacy and understand the importance of protecting your personal information. This Policy outlines the types of personal information that we usually collect, the purposes for which we collect it, to whom we disclose it, how we hold and keep it secure and your rights in relation to your personal information, including how to complain and how we deal with complaints.

We will handle your personal information in accordance with this Policy, legislation including the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles (**APPs**) and in accordance with our obligations under tax, higher education funding and migration law.

In this Policy, personal information means any information or opinion about an identified individual or an individual who is reasonably identifiable, whether true or not. It does not include information that is de-identified.

This Policy does not apply to the personal information of our employees.

We may change this Privacy Policy from time to time by publishing an updated Policy on our website.

### Types of personal information we collect

The types of personal information we collect about you depends on the dealings you have with us, and may include your name, address, email address and phone number.

If you are applying to study with us, or are studying with us, we will collect personal information including:

- academic records;
- details of your past and present Christian commitment;
- references;
- your Unique Student Identifier number;
- information regarding your entitlement to study in Australia and access Commonwealth support or assistance;
- health information if you require support or adjustments to enable you to study with us;
- emergency contact details;
- statistical information regarding your parents' education level;
- bank account details and credit card details where necessary to enable you to discharge fee or

Commonwealth support or assistance liabilities.

If you are applying for a job with us, we may collect personal information including:

- employment history and qualifications;
- academic records;
- a statement of your past and present Christian commitment;
- references;
- Working with Children Blue Card number and expiry date; and
- medical information for the purposes of ensuring you are able to safely undertake the role.

## Dealing with us anonymously or using a pseudonym

Where possible and lawful, you may interact with us anonymously or using a pseudonym. For example, if you contact us with a general question we will not record your name unless we need it to adequately handle your question.

However, for many of our functions and activities we usually need your name, contact information and other details to enable us to provide our services to you.

## Ways we collect your personal information

We may collect personal information from or about you in different ways, including from:

- you directly when you interact with us, eg from our discussions with you, when you complete a form, your emails and your interaction with our website;
- third parties with whom we interact in order to provide our services, including the Australian College of Theology and the Presbyterian Church of Queensland;
- third parties including the Queensland Tertiary Admissions Centre or equivalent interstate or overseas bodies, or other academic and tertiary education institutions;
- government departments to verify your entitlement to study or work in Australia;
- third parties such as your nominated referees, previous employers or treating health practitioners; and
- publicly available sources, including social media.

## Collection of information via our website

When you visit our website, we may also use 'cookies' or other similar tracking technologies that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our website may not work as intended for you if you do so.

Whilst we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit, search engine referrals and the internet protocol address assigned to your computer.

Our web pages may contain electronic images, known as web beacons. These electronic images enable us to count users who have visited certain pages on our website. Web beacons are not used by us to access your personal information, they are simply a tool we use to analyse which web pages are viewed, in an aggregate number.

## Purposes for which we collect, use and disclose personal information

We collect, use and disclose your personal information for the following purposes:

- to manage and conduct QTC's operations;
- to offer or promote our course offerings and services;
- to administer your student admission, enrolment and academic progress
- to enable you to access and use the Moodle and library platforms including gaining access to information pertinent with your role as a student
- to advise you of other study opportunities at QTC and to maintain contact with you upon graduation
- to maintain contact with you as a financial and/or prayer supporter;
- to create profiles to inform you about QTC activities that are relevant to you and to assist our fundraising that may involve the automated processing of your personal data. We always assess the privacy risks before undertaking this activity and you may request that your information is not used in this way by contacting [privacy@qtc.edu.au](mailto:privacy@qtc.edu.au);
- to obtain feedback and use this for quality assurance and evaluation purposes;
- to help us manage, develop and enhance our services, including our website;
- to consider your right to study or work in Australia;
- to consider your suitability for employment; and
- to comply with our legal obligations, including under tax, higher education funding and migration law, resolve any disputes and enforce our agreements and rights with third parties.

We record lectures and teaching activities to aid student learning activities. This may involve the collection of personal information about you if your image or voice is captured during participation. Recordings will be disseminated to other QTC students, potentially via internet sites that are hosted outside of Australia. If you do not wish your image or voice to be captured, please let us know by contacting [privacy@qtc.edu.au](mailto:privacy@qtc.edu.au).

## Disclosing your personal information

In the course of providing our products and services to you, we may disclose your personal information to the following:

- Australian College of Theology;
- the Presbyterian Church of Queensland;
- if you are a candidate for ministry, the Presbyterian Church of Australia;
- education providers and admission centres to verify academic information or transcripts;
- education providers to administer cross-institution enrolments (where you are a cross-institution student or student enrolled with QTC and another provider under an approved arrangement);
- our professional and service advisers, including our accountants, auditors, and solicitors, and software suppliers;
- service providers providing mailing and financial support services to assist us engaging with our supporters;
- regulatory bodies and law enforcement agencies, or other similar entities; and
- anyone to whom part of all of our assets or operations are transferred or sold.

We are required by law to provide certain information regarding students to relevant departments of the Australian Government and other bodies. This includes:

- statistical information about your enrolment and educational background;
- financial information in relation to your HECS-HELP, FEE-HELP and other loan schemes where you may defer fee payments through the taxation system;
- identifying data for the allocation of a unique identifier - USI (Unique Student Identifier), CHESSN (Commonwealth Higher Education Student Support Number) and the management of your Commonwealth assistance;

- matters associated with international student visa conditions; and
- information to monitor domestic student entitlements to Centrelink benefits.

## Direct marketing

We may use your personal information to identify a teaching course that you may be interested in or to contact you about College events. We may, with your consent, use the personal information we have collected about you to contact you from time to time by email to tell you about new courses, events, services and special offers that we believe may be of interest to you, or to seek financial or prayer support.

You can withdraw your consent to receiving direct marketing communications from us at any time by unsubscribing from the mailing list by clicking on the link in the marketing communication or contacting QTC's Privacy Officer.

## Security and storage

We store your personal information in hard copy and electronically. Electronic information is stored by a third party storage provider. We take all reasonable and appropriate steps (including organisational and technological measures) to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure.

We only keep your personal information for as long as it is required for the purpose for which it was collected or as otherwise required by applicable laws. If we no longer need to hold your personal information for any reason or we are no longer required by law to keep it, we will take reasonable steps to de-identify or destroy that information. These steps may vary depending on the nature of the information, the way it was collected and how it was stored.

## Access to and correction of your information

We will endeavour to ensure that the personal information collected from you is up to date, accurate and complete.

You may request access to, or correction of, the personal information we hold about you at any time by contacting QTC's Privacy Officer. We will need to verify your identity before responding to your request. Subject to any applicable exceptions or requirements, we will provide you with access to the personal information you request within a reasonable time and usually within 28 days. If we decide to refuse your request, we will tell you why in writing and how to complain.

If an image of you is included on a website or social media platform controlled by us, we will remove it upon request.

## Complaints

You can make a complaint in writing to QTC's Privacy Officer using the details set out in this Policy. We will respond to you within a reasonable period of time to acknowledge your complaint and inform you of the next steps we will take in dealing with your complaint.

If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) via the OAIC website, [www.oaic.gov.au](http://www.oaic.gov.au).

## Contact us

If you have a question or comment regarding this Policy or wish to make a complaint or exercise your privacy rights, please contact QTC's Privacy Officer by email at [privacy@qtc.edu.au](mailto:privacy@qtc.edu.au); or by phone on 07 3062 6939.

## Document Information

Name of document	Privacy Policy
Type of document	Board approved policy
Responsible person	Principal
Approved by	Board
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