The Queensland Independent Schools Block Grant Authority (BGA) collects personal information from Committee Members, Consultants, School Visitors, Volunteers, Contractors and Job Applicants when they are nominated, invited or requested to be involved in assisting the BGA conduct its business.

In line with the Australian Privacy Act 1988 (Cth), the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and the Australian Privacy Principles the BGA believe that we should be open and transparent in the management of personal information. To this end the BGA will ensure that it complies with the Australian Privacy Principles and will deal with inquiries or complaints from you about our compliance with the Principles.

You may access personal information held about you by contacting the General Manager.

**Introduction**

Our Privacy Policy applies to any Committee Member, Consultant or School Visitor.

We are committed to protecting the privacy of committee member, consultant, volunteers, contractors and job applicant information and to handling your personal information in a responsible manner in accordance with the Privacy Act 1988 (Cth), the Privacy Amendment (Enhancing Privacy Protection) Act 2012, the Australian Privacy Principles and relevant State and Territory privacy legislation (referred to as privacy legislation).

This Privacy Policy explains how we collect, use and disclose your personal information, how you may access that information and how you may seek the correction of any information. It also explains how you may make a complaint about a breach of privacy legislation.

This Privacy Policy is current from March 2014. From time to time we may make changes to our policy, processes and systems in relation to how we handle your personal information. We will update this Privacy Policy to reflect any changes. Those changes will be available on our website and upon request, from our office.

**Collection**

When you are nominated, invited or requested to work with us, you provide us with information.

We collect information that is necessary and relevant to provide you with documents and other material in soft and hard copy, travel services, accommodation, medical care if required while you are in our presence. This information may include your name, address, basic health information and contact details.

When applying for employment you will disclose more detailed information.

This information may be stored on our computer systems and/or in hard copy. Our computer data storage may include ‘cloud’ storage which means that it resides on servers which are situated outside of Australia.

Wherever practicable we will only collect information from you personally. In emergency situations we may also need to collect information from your relatives or friends.

We collect information in various ways, such as over the phone or in writing and in person. This information will be collected and maintained by our trained staff.
Use and Disclosure
We use this information to communicate, plan travel and accommodation and improve your experience when working with us. We may disclose your personal information if compelled by law, subpoena, or legal process.

We will treat your personal information as strictly private and confidential. We will only use or disclose it for purposes directly related to your involvement with us, or in ways that you would reasonably expect that we may use it to assist you conduct the activities of the BGA. We may disclose your information to other committee members and staff within the BGA for means of communication.

There could occur circumstances where we may volunteer or required by law to disclose your personal information to third parties. We impose security and confidentiality requirements on how they handle your personal information. Outside contractors are required not to use information about you for any purpose except for those activities we have asked them to perform.

Data Retention
We will keep your information for only as long as needed.

We retain personal information you provide while you are a committee member, consultant, volunteer, contractor or school visitor or as needed to interact with you and provide you with services.

We may retain your personal information even after you are no longer involved with us if retention is reasonably necessary to comply with our legal obligations, meet regulatory requirements, resolve disputes, prevent fraud and abuse, or requested by law enforcement.

Data Quality and Security
We encourage you to help us keep information accurate and up to date.

We take privacy and security seriously and will maintain your information in a secure environment.

We will take reasonable steps to ensure that your personal information is accurate, compete, up to date and relevant. For this purpose our staff may ask you to confirm that your contact details are correct. We request that you let us know if any of the information we hold about you is incorrect or out of date.

Personal information that we hold is protected by:

- securing our premises;
- placing passwords and varying access levels on databases to limit access and protect electronic information from unauthorised interference, access, modification and disclosure; and
- providing locked rooms/safe for the storage of physical records.

 Corrections
We want to maintain the most accurate information about you.

If you believe that the information we have about you is not accurate, complete or up-to-date, we ask that you contact us in writing (see details below) to ensure we have the most accurate data.

 Access
You can access your information.

You are entitled to request access to your personal details. We request that you put your request in writing and we will respond to it within a reasonable time.

Complaints
We have Complaints Policies you can access.

If you have a complaint about the privacy of your personal information, we request that you contact us in writing. Upon receipt of a complaint we will consider the details and attempt to resolve it in accordance with our complaints handling procedures.

If you are dissatisfied with our handling of a complaint or the outcome you may make an application to the Australian Information Commissioner or the Privacy Commissioner.
**Changes to this Privacy Policy**
We will notify you when we change this Privacy Policy.

**Overseas Transfer of Data**
None of your data is transferred overseas without us telling you.

**Contact**
Please direct any queries, complaints, requests for access to records to:
General Manager
Queensland Independent Schools Block Grant Authority
PO Box 957
Spring Hill   QLD   4004
Collection Notification

Notification of Collection of Personal Information (Public)
The Queensland Independent Schools Block Grant Authority Limited ACN 130 964 671 (QIS BGA) collects personal information necessary for its business purposes. QIS BGA may or has collected personal information relating to you which is necessary for its business purposes.

Collection of Personal Information
Personal information is primarily collected directly from you when you contact QIS BGA and/or submit applications for grants. Personal information may also be collected from other sources including:
- Former and current employers (if you have applied for employment with QIS BGA); and
- Consultants to QIS BGA.

Personal information is collected directly from you when you contact QIS BGA either directly (such as over the phone, in writing or in person) or via our website or submit an application for a grant. Personal information may also be collected by QIS BGA if your details are provided on an application for a grant which is submitted by your employer.

QIS BGA also collects personal information when it is required or authorised by or under an Australian Act including, but not limited to, the Australian Education Act 2013 (Cth), Australian Education (Consequential and Transitional Provisions) Act 2013 (Cth). This includes reporting and acquittal obligations QIS BGA has to the Australian Federal Government and Queensland State Government.

Purposes of Collection
QIS BGA collects personal information for the purposes of:
- discharging its obligations and functions of receiving and distributing capital funds to non-Catholic Independent Schools in Queensland on behalf of the Australian Federal Government and Queensland State Government;
- contacting you regarding applications for a grant;
- providing you with material relevant to your application; and
- where you have applied for employment with QIS BGA, assessing your suitability for employment.

If QIS BGA cannot collect all or some relevant personal information, it may not be able to properly fulfill its purposes, functions and obligations. For example, QIS BGA may not be able to appropriately assess an application for a grant, contact you regarding your application, accurately report to the Australian Federal Government and/or Queensland State Government, properly investigate or resolve a complaint etc. All information which QIS BGA collects is necessary and relevant for our purposes and we will not seek to collect personal information from you which is not reasonably necessary.

Usual Disclose of Personal Information
QIS BGA may disclose some kinds of personal information to other entities, bodies or persons including the Australian Federal Government and Queensland State Government including relevant departments and authorities, and professional consultants engaged by QIS BGA.

QIS BGA may disclose the following kinds of personal information: contact details and employment details.

Access and Correction of Personal Information and Complaints Policy
Information regarding your rights to access and correct your personal information held by QIS BGA and your rights of complaint if you are concerned about your privacy is contained in our privacy policy. A copy of privacy policy can be located http://www.bga.qld.edu.au/. Alternatively, you can request a copy of our privacy policy free of charge by contacting the General Manager, Ph: 07 3839 2142, email: bgaoffice@isq.qld.edu.au

Enquiries
For enquiries, please contact the General Manager via the contact details shown above.
Collection Notification

Notification of Collection of Personal Information (Committee and Board)
The Queensland Independent Schools Block Grant Authority Limited ACN 130 964 671 (QIS BGA) collects personal information necessary for its business purposes and legal compliance. QIS BGA may or has collected personal information relating to you which is necessary for its business purposes.

Collection of Personal Information
Personal information is primarily collected directly from you when you join the QIS BGA committee. Personal information may also be collected from other sources including:

- The nominees and referees you have nominated; and
- Former and current employees.

Personal information is collected directly from you when you apply and consent to join the board or committee.

QIS BGA also collects personal information when it is required or authorised by or under an Australian including, but not limited to, the Australian Education Act 2013 (Cth), Australian Education (Consequential and Transitional Provisions) Act 2013 (Cth) and the Corporations Act 2001 (Cth). This includes reporting and acquittal obligations QIS BGA has to the Australian Federal Government and Queensland State Government.

Purposes of Collection
QIS BGA collects personal information for the purposes of:
- discharging its obligations and functions of receiving and distributing capital funds to non-Catholic Independent Schools in Queensland on behalf of the Australian Federal Government and Queensland State Government;
- keeping company records and complying with reporting obligations to the Australian Securities and Investments Commission and the Australian Charities and Not-for-profits Commission; and
- providing travel services as well as accommodation when necessary.

If QIS BGA cannot collect all or some relevant personal information, it may not be able to property fulfill its purpose, functions and obligations. For example, QIS BGA may not be able to accurately report to the Australian Federal Government and/or Queensland State Government or organise services for you related to your committee position. All information which QIS BGA collects is necessary and relevant for our purposes and we will not seek to collect personal information from you which is not reasonably necessary.

Usual Disclose of Personal Information
QIS BGA may disclose some kinds of personal information to other entities, bodies or persons including the Australian Federal Government and Queensland State Government including relevant departments and authorities e.g. Schools.

QIS BGA may disclose the following kinds of personal information: contact details, employment details, professional qualifications and work experience.

Access and Correction of Personal Information and Complaints Policy
Information regarding your rights to access and correct your personal information held by QIS BGA and your rights of complaint if you are concerned about your privacy is contained in our privacy policy. A copy of privacy policy can be located http://www.bga.qld.edu.au/. Alternatively, you can request a copy of our privacy policy free of charge by contacting the General Manager, Ph: 07 3839 2142, email: bgaoffice@isq.qld.edu.au.

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