

Privacy Policy

The following information is provided to communicate how Kew Baptist Student Hostel Inc. (trading as Kew Student Residence) handles your personal data and its security.

Introduction

As a residential and educational institution, we need to collect personal information. We are also very aware that each person and family's privacy is a matter to be respected. We adhere to the *Privacy and Data Protection Act 2014* (Vic) and the *Privacy Act 1998* and are committed to upholding the Privacy Principles set out in these Acts.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

In this Statement we attempt to make clear how personal information you provide to Kew Student Residence (KSR) is collected, used, disclosed and held.

Collection

As soon as prospective students apply to live at KSR we collect information about these persons and their families. We therefore hold personal information about prospective, present and past students, their parents/guardians, staff and, potentially, other persons. The information we collect is designed to help us communicate effectively with students and their families, and to make decisions about entry to the residence.

We will only collect personal information from you by lawful and fair means, without being unreasonably intrusive. Where reasonable and practicable we collect personal information about an individual from that individual.

At or before the time we collect personal information from you, except in circumstances where the reasons for the collection of your information can be reasonably assumed, we will inform you why we are collecting that personal information. If anyone other than the Management & Administrative Staff of Kew Student Residence are to see your personal information, we will inform you of who else we might disclose that personal information to and why. Once we hold personal information we will endeavour to keep it accurate, secure, complete and, where applicable, up-to-date.

Use and disclosure

Your personal information will only be used further when you consent to us using that information for another purpose, or where it is permitted or required by law, or where we reasonably believe it is necessary on health or public safety grounds or desirable on other grounds to use the information for another purpose.

We may use your personal information for matters related to student administration, provision of services and the dissemination of information to staff, prospective and current students and remaining in contact with people who have had an affiliation with us.

Kew Student Residence

Examples of instances when personal information about you may be disclosed are:

- informing Centrelink of your enrolment details if you are in receipt of payments;
- assisting the police with personal information about you if you are alleged to have been involved in a criminal offence; and
- publishing names, news and photos of alumni and friends of the Kew Student Residence.

Security and storage

KSR holds personal information in electronic and paper-based records. We take all reasonable steps to ensure that the personal information it holds is accurate and complete and that it is protected from misuse and loss, and to destroy or permanently de-identify personal information we no longer need.

Access and amendments

KSR will gladly provide individuals with access to their personal information on request and within a reasonable time frame after the request is made.

We may deny access to personal records if we believe the request is frivolous or vexatious, is unlawful, may impact the privacy of other individuals or may pose a threat to personal or public health and safety. In such a circumstance, we will provide you with written notification of the reasons for our refusal, if practicable) and the process for you to lodge a complaint should you wish to do so.

We will correct or amend your personal information if we believe it to be inaccurate, out of date, misleading, irrelevant or incomplete or if you request a correction. We are required to notify any third parties to which your personal information has been previously legally disclosed when such corrections are made.

Policy Updates

This Policy may change from time to time and is available on our website.

Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at:

info@kewstudentresidence.com.au

Version	Date	Owner
Version 1		
Version 2	April 2024	HC
Version 3		
Next review:	March 2026	