

## Laura Kipen Memorial Archive Privacy Policy Reviewed August 2018



### Overview

The Laura Kipen Memorial Archive is the primary repository for historical records and objects that illuminate the life of Bialik College. It is complemented by the Betty Rosenkranz Oral History Project, an archive of contemporary recordings.

Together, the archive and the oral history project are the voice and memory of the Bialik College community.

The archive collects, documents, preserves and provides access to the material heritage that is of long-term significance to the school's history. The oral history project captures the insights and recollections of representatives of the Bialik College community.

As a resource to the College community, the archive:

- holds the primary sources that will enable an authoritative history of the College
- provides the College community with the opportunity to explore personal and communal history
- provides students with the opportunity to learn research and analytical skills and be exposed to important historical concepts
- provides the College community with access to primary sources of information about their own school

### Victorian Collections

The Laura Kipen Memorial Archive consists of a repository of physical historical records and objects, as well as a digital collection. Items in the digital archive are catalogued using Victorian Collections, a web-based collections management system created by Museums Victoria and Museums Australia (Victoria) that allows records to be privately catalogued and published online. This allows Bialik's rich history and collections of documents, photographs and ephemera to be recorded, preserved and shared with the community and with alumni from all over the world.

Heritage collection data entered onto Victorian Collections by Bialik College is owned by Bialik College, and is stored on a server owned by Museums Victoria. Bialik College controls the information that is contributed to Victorian Collections and can update or delete the data at any time. When a record is made public and published on the College's Victorian Collections page, Bialik College can control exactly what information is publicly available.

Bialik College is committed to protecting the privacy of its community members and to adhering to the Victorians Collections' conditions of use. Victorian Collections users must:

- comply with legal and ethical standards, and with publicly accepted standards of interpersonal interaction
- respect copyright and intellectual property legislation
- maintain the security of Victorian Collections resources
- use online resources, such as e-mail and webpages, appropriately

Images from the Laura Kipen Memorial Archive that are made public on the Victorian Collections website are watermarked to limit their potential for copying, distribution and display. Images of current students and

students who have graduated from Bialik College in the past ten years are not made public on the Victorian Collections website. Any past student or community member who would prefer not to be identified in a record that is currently public on Victorian Collections is asked to contact the Laura Kipen Memorial Archive via [archives@bialik.vic.edu.au](mailto:archives@bialik.vic.edu.au) in order to have their name and/or image deidentified. A list of these names is carefully maintained to ensure that these individuals are not identified in any content added to the site in future.

Victorian Collections users are asked to contact the Laura Kipen Memorial Archive to seek further access to collection items, and/or to seek permission for the display, publication or adaptation of images. Bialik College must be acknowledged as the source of the content in any such publication or display. The College reserves the right to refuse a request to access the archive or to use the collection.