

Preamble

This statement outlines the policy on how the College uses and manages personal information provided to or collected by it.

The College is bound by the *Australian Privacy Principles* contained in the *Privacy Amendment (Enhancing Privacy Legislation) Act 2012*. In relation to health records, the College is also bound by the *Victorian Health and Information Privacy Principles* which are contained in the *Victorian Health Records Act 2002*.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to college operations and practices and to ensure it remains appropriate to the changing college environment.

What kind of personal information does the College collect and how does the College collect it?

The type of information the College collects and holds includes, but is not limited to, personal information including sensitive information about:

- students and parents and/or guardians before, during and after the course of a student's enrolment at the College
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Personal Information you provide

The College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and students provide personal information.

Personal Information provided by other people

In some circumstances the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another college.

Exemption in relation to employee records

Under the *Privacy Act*, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the College and employee. The College handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001 (Vic)*.

Anonymity

The College needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil other obligations and processes. However, some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the College use the personal information you provide?

The College will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students and Parents

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

The purposes for which the College uses personal information of students and parents include the need to:

- keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- maintain day-to-day administration
- look after students' educational, social and medical wellbeing
- seek donations and marketing for the College, and
- satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student or permit the pupil to take part in a particular activity.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and, if successful, to engage the applicant, staff member or contractor, as the case may be. The purposes for which the College uses personal information of job applicants, staff members and contractors include:

- for insurance purposes
- in administering the individual's employment or contract, as the case may be
- seeking funds and marketing for the College, and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as past students' reunions, to enable the College and the volunteers to work together.

Marketing and fundraising

The College treats marketing and fund raising for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College Parents' Association or Past Students' Association. This disclosure however, will not include health information. Parents, staff, contractors and other members of the wider college community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might the College disclose personal information and store information with?

The College may disclose personal information, including sensitive information, held about an individual to:

- School service providers, including the Catholic Education Commission of Victoria Ltd, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other diocese;
- third party service providers that provide educational support services or applications to schools and school systems including the Integrated Catholic Online Network (ICON), Microsoft Office 365
- applications, online tools or other services provided by a third party which the school uses to support or enhance the education or pastoral care services for its students; eg. Synergetic, CareMonkey and Jacaranda;
- another school to facilitate the transfer of a student;
- government departments;

- medical practitioners
- recipients of School publications, such as newsletters and magazines;
- student's parents or guardians;
- anyone the individual authorises the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending and Storing Information Overseas

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The School may also use the services of third party online service providers (including for the delivery of third party online applications or Apps, through Microsoft Office 365, CareMonkey, Jacaranda or other platforms) to support its delivery of education and pastoral care services, which may be accessible by you. Only limited personal information will be disclosed. School personnel, the CECV and the service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use. The School makes reasonable efforts to be satisfied about the security of any personal information processed and stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

The countries in which servers and third party online service providers are located may include:

- South East Asia, Australia

Where personal and sensitive information is retained by a cloud service provider on behalf of CECV to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the ICON system.

CCTV Surveillance

The College makes use of Closed Circuit Television (CCTV) Surveillance as one strategy within its security management procedures. In using CCTV Surveillance the College complies with all appropriate *Department of Education Guidelines* and within the terms of the *Surveillance Devices Act 1999*.

Appropriate signage at the College gates advises staff, students and the wider public that the College premises are under 24 hour 7 days a week electronic surveillance. Surveillance cameras are installed in a number of public areas of the College grounds.

Recorded information will only be accessed by authorized personnel in the event that damage has been detected and only as it relates to the incidence of damage in a particular area. Its purpose is to assist in identifying what has occurred and who may be involved.

How does the College treat sensitive information?

In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information as allowed by law.

Management and security of personal information

The College's staff is required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Updating personal Information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Principal *in writing*. The *Australian Privacy Principles* require the College not to store personal information longer than necessary.

Access and correction of personal information

Under the Commonwealth Privacy Act (and Victorian Health Records Act) an individual may seek access to personal information which the College holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this set out in the applicable legislation. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the Principal *in writing*. When requesting health information a special application form must be completed.

The College may require you to verify your identity and specify what information you require. The College may also charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. The College will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

The College respects every parent's right to make decisions concerning their child's education. Generally, the College will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The College will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal, in writing. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the student.

The College may, at its discretion, and on the request of a student, grant that student access to information held by the College about him or her. The College may also allow a student to give or withhold consent to the use of his or her personal information, independently of his or her parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Disposal of Information

Disposal of information will be in accordance with the 'Records Retention Schedule for Non Government Schools' (2007) and, where appropriate, will be undertaken confidentially.

Enquiries and Complaints

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the school principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Contact Details:

John Visentin - Principal

John Paul College

Telephone 9784 0200

Email: johnpaul@jpc.vic.edu.au

Ratified by the College Board: 10 March 2016

Next review date: 2021

Person responsible: Policy Review Committee