



PRIVACY POLICY

PREAMBLE

This Privacy Policy sets out how St Patrick's Colleges manages personal information provided to or collected by it.

St Patrick's College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*. In relation to health records, St Patrick's College is also bound by New South Wales Health Privacy Principles which are contained in the *Health Records and Information Privacy Act 2002 (NSW)*.

St Patrick's College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to St Patrick's College's operations and practices and to make sure it remains appropriate to the changing College environment.

What kinds of personal information does St Patrick's College collect and how does St Patrick's College collect it?

The type of information St Patrick's College collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- Pupils and parents and/or guardians ('parents') before, during and after the course of a pupil's enrolment at St Patrick's College, including:
 - name, contact details, next of kin, date of birth, gender, language background, previous school, religion
 - parents' education, occupation and language background
 - medical information
 - conduct and complaint records, or other behaviour notes, and school reports
 - information about referrals to government welfare agencies
 - counselling reports
 - health fund details and Medicare number
 - any court orders
 - volunteering information
 - photos and videos at College events
- Job applicants, staff members, volunteers and contractors, including:
 - name, contact details, next of kin, date of birth and religion
 - information on job application
 - professional development history
 - salary and payment information, including superannuation details
 - medical information
 - complaint records and investigation reports
 - leave details
 - photos and videos at College events
 - workplace surveillance information
 - work emails and private emails (when using work email address) and internet browsing history
- Other people who come into contact with St Patrick's College.



Personal information you provide: St Patrick's College will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions, people other than parents and pupils provide personal information.

Personal information provided by other people: In some circumstances, St Patrick's 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 school.

Exception in relation to employee records: Under the *Privacy Act*, the *Health Records Act*, the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St Patrick's College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Patrick's College and the employee.

How will St Patrick's College use the personal information you provide?

St Patrick's 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 by you, or to which you have consented.

Pupils and parents: In relation to personal information of pupils and parents, St Patrick's College's primary purpose of collection is to enable St Patrick's College to provide schooling to pupils enrolled at the College, exercise its duty of care and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College. This includes satisfying the needs of parents, the needs of the pupil and the needs of St Patrick's College throughout the whole period the pupil is enrolled at St Patrick's College.

The purposes for which St Patrick's College uses personal information of pupils and parents include:

- To keep parents informed about matters related to their child's education through correspondence, newsletters and magazines.
- Day-to-day administration of St Patrick's College.
- Looking after pupils' educational, social and medical wellbeing.
- Seeking donations and marketing for St Patrick's College.
- To satisfy the College's legal obligations and allow the College to discharge its duty of care.

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

Job applicants and contractors: In relation to personal information of job applicants and contractors, St Patrick's College's primary purpose of collection is to assess and, if successful, to engage the applicant or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants and contractors include:



- Administering the individual's employment or contract, as the case may be.
- For insurance purposes.
- Seeking donations and marketing for St Patrick's College.
- To satisfy St Patrick's College's legal obligations, for example, in relation to child protection legislation.

Volunteers: St Patrick's College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as the alumni association, to enable St Patrick's College and the volunteers to work together.

Marketing and fundraising: St Patrick's College treats marketing and seeking donations for the future growth and development of St Patrick's College as an important part of ensuring that St Patrick's College continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by St Patrick's College may be disclosed to organisations that assist in St Patrick's College's fundraising, for example, St Patrick's College's parents and friends association or alumni association or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

Who might St Patrick's College disclose personal information to and store your information with?

St Patrick's College may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

- Another school.
- Government departments.
- Medical practitioners.
- People providing services to St Patrick's College, including specialist visiting teachers, counsellors, volunteers and sports coaches.
- Providers of learning and assessment tools.
- Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN).
- People providing administrative and financial services to the College.
- Recipients of College publications, such as newsletters and magazines.
- Parents.
- Anyone you authorise St Patrick's College to disclose information to.
- Anyone to whom we are required to disclose the information to by law.

Sending information overseas: St Patrick's College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a College exchange. However, St Patrick's College 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).
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

How does St Patrick's College treat sensitive information?

In referring to 'sensitive information', St Patrick's College 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 is allowed by law.

Management and Security of Personal Information

St Patrick's College's staff are required to respect the confidentiality of personal information of pupils and parents and the privacy of individuals. St Patrick's College has in place steps to protect the personal information which St Patrick's 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.

Access and Correction of Personal Information

Under the Commonwealth *Privacy Act* and the *Health Records Act*, an individual has the right to obtain access to any personal information which St Patrick's College holds about them and to advise St Patrick's College of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information which St Patrick's College holds about you or your child, please contact the College Principal in writing. St Patrick's College may require you to verify your identity and specify what information you require. St Patrick's College may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, St Patrick's 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.

St Patrick's College will update its information on staff and pupils annually so that it can ensure it is current and accurate.

Consent and Rights of Access to the Personal Information of Pupils

St Patrick's 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 pupil to the pupil's parents. St Patrick's College will treat consent given by parents as consent given on behalf of the pupil and notice to parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by St Patrick's College about them or their child by contacting the College Principal. 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 St Patrick's College's duty of care to the pupil.

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

Enquiries and Complaints

If you would like further information about the way St Patrick's College manages the personal information it holds, or wish to complain that you believe that St Patrick's College has breached the Australian Privacy Principles, please contact the College Principal.

St Patrick's College 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.