



Privacy Policy

1. GUIDELINE: The College will request personal information that is protected by the principles contained in the Commonwealth Privacy Act and Privacy Amendment (Private Sector) Act 2000. From time to time, review and updates to this guideline will occur to take into account new laws and technology, changes to the College's operations and practices and to ensure it remains appropriate to the changing College environment.

2. PURPOSE: Ensuring that the College complies with the Commonwealth Privacy Act and Privacy Amendment (Private Sector) Act 2000 is a priority. This guideline outlines how the College uses and manages personal information that is requested and provided.

3. OBJECTIVES:

The objectives of the Privacy Guideline are to:

- 3.1 Identify the type of personal information collected and how it will be collected
- 3.2 Outline how the information will be used
- 3.3 Identify to whom the information may be disclosed
- 3.4 Outline how sensitive information will be treated
- 3.5 Communicate how information will be managed and secured
- 3.6 Communicate right of access and consent procedures

4. STRATEGIES:

4.1 Types of Information Collected

Information the College collects and maintains includes (but is not limited to) personal information, including sensitive information about: students, parents and / or guardians before, during and after the course of a student's enrolment at the College; job applicants; staff members; volunteers; contractors and other people who come into contact with the College.

4.2 Methods of Collecting Information

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

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 school / college.

Employee Records: Under the Privacy act the National Privacy Principles do not apply to an employee record. As a result, this privacy guideline does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

4.3 Use of Information

The College will use personal information it collects for the primary purpose of collection and for such 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 / guardians the primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of the parent / guardian and student throughout the whole period of enrolment at the College. The purposes the College use personal information of students and Parents / guardians includes:

- To keep parents / guardians informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day to day administration
- Looking after students' educational, social and medical wellbeing
- Seeking donations and marketing for the College
- To 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 / guardian, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

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:

- In administering the individual's employment contract, as the case may be
- For insurance purposes
- Seeking funds and marketing for the College
- 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 conducts associated activities, such as (Alumni Associations), to enable the College and the volunteers to work together.

Marketing and Fundraising: The College treats marketing and seeking donations 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 an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organization. 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.

4.4 Disclosure of Information

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

- Another school
- Government departments
- Medical practitioners
- College service providers, including specialist visiting teachers and sports coaches
- Recipients of College publications, like newsletters and magazines
- Anyone you authorise the College to disclose information

Sending information overseas: The 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); or
- Otherwise complying with the National Privacy Principles

4.5 Treatment of Sensitive Information

In referring to 'sensitive information' the College means: information relating to a persons racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health 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.

4.6 Management and Security of Personal Information

The College staff is required to respect the confidentiality of student, parent and guardian personal information and the privacy of individuals. The College has in place procedures to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerised records.

4.7 Updating Personal Information

The College endeavours to ensure that personal information it holds is accurate, complete and up to date. Parents, guardians and individuals are responsible for providing up dates to information when it changes. A person may seek to update their personal information held by the College by contacting the College office or relevant staff member. The National Privacy Principles require the College not to store personal information longer than necessary.

4.8 Right to Check Personal Information Held About Individuals

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to personal information through their parents and / or guardians, but older students may seek access themselves. To make a request to access information the College holds about you or your child, contact the College Principal in writing. The College may require you to verify your identity and specify what information you require. The College may charge a fee to cover cost of verifying your application and locating, retrieving, reviewing and copying material requested. If the information sought is extensive, the College will advise the likely cost in advance.

4.9 Consent and Right of Access to Student Personal Information

The College respect every parent's / guardian'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 parent / guardian. The College will treat consent given by parents / guardians as consent given on behalf of the student, and notice to parents / guardians will act as notice given to students. Parents / guardians may seek access to personal information held by the 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 the College's duty of care to the student. The College may, at its discretion, on the request of the student grant that the student access to information held by the College about them, or allow a student to give or withhold consent to use their personal information, independently of their parents / guardian. This would normally be done only when the maturity of the student and / or the student's personal circumstances so warranted.

4.10 Further Information

If you would like further information about the way the College manages the personal information it holds you may contact the College Principal.

5. RELATED GUIDELINES:

- 5.1 The (Commonwealth) Privacy Act and Privacy Amendment (Private Sector) Act 2000 in Sydney Anglican Schools – Sydney Anglican Schools Corporation
- 5.2 Data Implementation Manual – MCEETYA

6. RELATED FORMS / REPORTS:

- 6.1 Application for Enrolment Form – Conditions of Enrolment
- 6.2 Student General and Medical Information Form
- 6.3 MCEETYA Data Collection Forms

7. RELATED DOCUMENTS AND WEBSITE REFERENCES:

- 7.1 Commonwealth Privacy Act 1988 and Privacy Amendment (Private Sector) Act 2000.
Website: www.privacy.gov.au
- 7.2 Website: www.mceetya.edu.au

8. GUIDELINE REVIEW:

The Privacy Guideline is approved, reviewed, monitored and evaluated by the College Council every three years or as required.

Approved by: College Council
Original Approval date: November 2001
Amended Dates: October 2006, October 2008
Monitored by: The Principal
Initial contact person: The Principal
Implementation date: November 2008
Revision due: October 2011

Signed: _____ **Date:** _____

Print Name: _____

Title: _____