

PADUA COLLEGE LIMITED
ACN 072 693 700 ABN 20 072 693 700

Policy Title	Version Number	Date Issued
Privacy	2.0	March 2004
		Reviewed
		May 2010
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1.0 People's privacy is important

This Padua College Policy outlines the College's position 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 Act 1988(Cth).

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

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

2.1 The type of information the College collects and holds includes (but is not limited to) personal information, including health and sensitive information (see paragraph of this policy), about:

- students and parents and/or guardians ('**parents**') 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.

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

2.3 *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 school.

2.4 *Exemption concerning 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, where the treatment is directly related to a current or former employment relationship between the College and employee.

3.0 How will the College use the personal information provided?

The College will use personal information it collects for the primary purpose of education, and administration of Padua College, and for such other secondary purposes that are related to that purpose and reasonably expected, or to which has been consented.

3.1 *Students and Parents:* Concerning the personal information of students and parents, the College's primary purpose of collection is to enable the College to provide a quality education for the student. This includes satisfying both the needs of parents and the needs of the student 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:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and the College's internet website (including photographs of students for publicising the school) through the magazine, brochures and College website and the wider media;
- day-to-day administration;
- looking after student's educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to carry out 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 student to take part in a particular activity.

3.2 *Job applicants, staff members and contractors:* Concerning 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 members 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 or 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, concerning child protection legislation.

3.3 *Volunteers:* The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as the Parents and Friends Association (P&F), the Old Boys Association, and a prospective foundation member to enable the College and the volunteers to work together.

3.4 *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 P&F, Old Boys Association, and Foundation.

3.5 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.

4.0 Who might the College disclose personal information to?

4.1 The College may disclose personal information, including sensitive information (see paragraph 5.0 of this policy), held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- parents;
- anyone the College deems appropriate to disclose the information to by law.
- anyone to whom the individual has authorised the school to disclose information.

4.2 *Sending information overseas:* The 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

school exchange. However, 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 Australian Privacy Principles or other applicable privacy legislation.

5.0 How does the College treat sensitive information?

In referring to '*sensitive information*', the 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 personal information; and 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 agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.

6.0 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 will take steps to inform persons whose personal information may be recorded by the College, about the recording and use of that information.

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 pass-worded access rights to computerised records.

7.0 Access and correction of personal information

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 be able to access and update personal information through their parents, but older students may seek access and correction themselves.

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To make a request to access or update any personal information that the College holds about you or your child, please contact the College's Rector 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 the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the

information sought is extensive, the College will advise the likely cost in advance. If the College cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

8.0 Consent and rights of access to the personal information of students

The College respects every parent's rights 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.

As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the College's Rector. However, there will be occasions when access is denied. Such occasions would include where the 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 a student grant that student access to information held by the College about them, or allow a student 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 student and / or the student's personal circumstances so warrant.

9.0 Enquiries and complaints

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