

PRIVACY POLICY

PREAMBLE

St Vincent's College is an independent Catholic College for girls owned by Mary Aikenhead Ministries and in the tradition of the Sisters Charity. The purpose of the College is to provide a quality Catholic education for girls from various cultures and social traditions that focuses on the whole person.

The philosophy that underpins the curriculum at the College is informed by the charism of the Sisters of Charity, the Ignatian Spirituality and the Mission Statement of the College.

This spirituality encourages us to 'find God in all things' in people, in all events and in every moment. Through a process of experience, reflection, decision and action, students at St Vincent's College are encouraged in their search for God, in their academic studies and in the way they can find expression of their faith in their lives.

RATIONALE

St Vincent's College is committed to the positive values of a believing people. Knowledge of the world illuminated by the light of faith is a basic principle of our philosophy, as the College motto states "*scientia cum religione*". St Vincent's College aims to be a place where Gospel values are lived and where the Ignatian ideals of Compassion, Commitment, and Justice are visible. Through these values, the development of strong relationships with God, with others and with self will, in turn, develop the whole person.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. This document reflects current legislation with regard to the Privacy Act and its compliance and the College mission inspired by truth, justice and hope.

WHAT KIND OF PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DOES THE COLLEGE COLLECT IT?

The type of information the College collects and hold 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 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 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 a school 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.

Exception in relation to employee records: Under the Privacy Act and Health Records and Information Privacy Act 2002 (NSW), 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 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.

HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION PROVIDED TO IT?

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.

Pupils and Parents: In relation to personal information of pupils and parents, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the need of the College throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the College; and
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where a College requests personal information about a pupil or Parent, if the information requested is not obtained, the 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, 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 a 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; 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 school in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

Marketing and fundraising: The College treats marketing and the seeking of 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 pupils 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 organisation [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, like newsletters and magazines, which include personal information, may be used for marketing purposes.

TO WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO AND STORE YOUR INFORMATION WITH?

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

- another school/college;
- government departments;
- the College's local parish;
- medical practitioners;
- people providing services to the college, including specialist visiting teachers, counsellors and sports coaches;
- recipients of college/school publications, such as newsletters and magazines;
- Parents;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information by law.

Sending and storing information overseas: The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a College 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.

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

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 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

The College's staff are required to respect the confidentiality of pupils' 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.

ACCESS AND CORRECTION OF PERSONAL INFORMATION

Under the Commonwealth Privacy Act and Health Records Act NSW, 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. 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 the College holds about you or your child, please contact the Principal's Personal Assistant in writing.

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 school 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.

EACH INDIVIDUAL HAS THE RIGHT TO CHECK WHAT PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT THEM

Under the Commonwealth Privacy Act and the Healthy Records and Information 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 applicable legislation. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To seek to access any information the College holds about a parent or student, the parent is requested to contact the College Principal in writing.

The College may require the individual to verify their identity and to specify what information they require. The College may charge a fee to cover the cost of verifying the 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.

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

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 pupil to the pupil's Parents. The 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 the College about them or their child by contacting the Principal's Personal Assistant. 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 pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the 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

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

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.