

1.0 **YOUR PRIVACY IS IMPORTANT**

- 1.1 This statement outlines the policy on how Mandurah Catholic College uses and manages personal information provided to, or collected by, the College.
- 1.2 The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- 1.3 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 and the Catholic Education Office (CEO) operations and practices, and to ensure it remains appropriate to the ever-changing College environment.

2.0 **WHAT KIND OF PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DO WE COLLECT IT?**

- 2.1 The type of information the College collects and holds includes personal information and sensitive information, about:
 - Students/parents/guardians before, during and after the course of a student's enrolment at the College
 - Job applicants, staff members, volunteers and contractors
 - Other people who come into contact with the College.
- 2.2 Personal information provided by parents/guardians as well as students: 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.
- 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 or other professional or reference from another educational institution.
- 2.4 Exception in relation to employee records: Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, the Mandurah Catholic College 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 the employee.

3.0 **HOW DOES THE COLLEGE USE PERSONAL INFORMATION PROVIDED BY PARENTS/GUARDIANS/STUDENTS?**

- 3.1 The College collects personal information, including sensitive information, for the primary purpose of enabling it to provide proper schooling for its students and for such secondary purposes which are related to this primary purpose or to which you have consented.
- 3.2 The purposes for which the College uses the information include:
 - keeping parents informed about matters related to their child's schooling, through correspondence, weekly newsletters, the College Annual
 - general day-to-day administration of the College
 - caring for students' educational, social, spiritual and medical well-being
 - marketing, seeking donations for the College
 - satisfying the CEO's and the College's legal obligations and allowing the College to discharge its duty of care.
- 3.3 Where personal information is requested by the College but not obtained, the College may not therefore be in a position to enrol a student or continue the enrolment of a student.

- 3.4 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, engage the applicant, staff member or contractor, as the case may be.
- 3.5 The purposes for which the College uses personal information of job applicants, staff members and contractors include:
- administering the individual's employment or contract as the case may be
 - insurance
 - seeking funds and marketing for the College
 - satisfying the College's legal obligations, for example, in relation to child protection legislation.
- 3.6 **Volunteers:** The College also obtains personal information about volunteers who assist it in its functions and in relation to associated activities, such as the Former Students, Parents Association, Music Associations, College Sporting Associations, all of whom contribute to enable the College and such volunteers to work together.
- 3.7 **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 community continues to be a quality teaching and learning environment in which both students and staff thrive. The College may disclose personal information on a selective and restricted basis including sensitive information held about an individual to an organisation that assists in the College's fundraising such as but not limited to, Parents & Friends Association, Independent Fund Raising Companies.
- 3.8 Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications such as the weekly newsletter and College Annual can include personal information on a selective and restricted basis including sensitive information which may be used for marketing purposes.

4.0 TO WHOM MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION?

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

- another educational institution
- Catholic Education Office
- government departments
- medical practitioners
- Police
- people providing services to the College, including specialist visiting teachers (for example, instrumental music tutors) and sports coaches
- recipients of College publications such as newsletters and the Annual
- anyone who has received authorisation to have such information disclosed to them
- other parents such as parent year co-ordinators and convenors of special functions (class lists, names and contact phone numbers)
- volunteers (at camps, for example)
- bodies and clubs associated with the College.

The College will not send personal information about an individual outside Australia without:

- first obtaining the consent of the individual (in some instances, this consent will be implied)
- otherwise complying with the National Privacy Principles.

How does the College treat sensitive information?

Sensitive information refers to information relating to a person's

- Racial or ethnic origin
- Political opinions

- Religion
- Trade union or other professional or trade association membership
- Sexual preferences
- Criminal record
- Health

Sensitive information will be used and disclosed only for the purposes for which it was provided or for a directly-related secondary purpose unless the individual directs otherwise or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

Mandurah Catholic College respects the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals. The College will act to protect the personal information it holds from misuse, loss, unauthorised access or disclosure.

Computerised records: access to computerised records is restricted through the use of a password entry and levels of access.

Files: student files are housed in vertical filing cabinets in the main office. Files are locked at all times other than during normal office hours.

Internal modifications may not be made to personal information held either in computerised records or in the vertical file unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

5.0 UPDATING PERSONAL INFORMATION

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.

Personal information held by the College may be updated at any time by the person who provided that information. This is done directly and in writing through the College Office.

All personal information is deleted from the College database when that information is no longer necessary. Information will be kept until such time as a former student would have reached the age of twenty-five years. As a general rule, the seven-year statutory limit applies. The College may hold records for archival purposes.

6.0 YOUR RIGHTS TO CHECK WHAT PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT YOU

Under the Commonwealth Privacy Act, any person – staff, contractor, student, parent/guardian – 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.

Students have access to any information the College holds about them through their parents/guardians. Older students (16yrs or above) may access the information themselves. This would be done only after the College had assessed the relative maturity of the student and/or if the student's personal circumstances so warranted.

Requests for access to all personal information held by the College are to be made in writing to the Principal. You may be required to verify your identity and specify what information you require. The College reserves the right to charge a fee for retrieval of such information if this involves more than standard procedure. Such a fee would cover the cost of locating, retrieving, reviewing, verifying and copying any material requested.

7.0 CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

Mandurah Catholic College respects every parents'/guardians' right to make decisions concerning their child's education.

As a general rule, the College will refer any requests for consent and notices in relation to the personal information of a student to that 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 the student.

Parents/Guardians 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 to information will be denied. Such occasions would include where release of information would have an unreasonable impact on the privacy of others. Where the release of such information may result in a breach of the College's duty of care to the student.

On the request of a student, the College may, in exceptional circumstances and at the discretion of the Principal, grant that student access to information held by the College about them independent of their parents/guardians. This would be done only after the College had assessed the relative maturity of the student and/or if the student's personal circumstances so warranted.

8.0 WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO?

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

- another College;
- 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; and
- anyone you authorise the College to disclose information to.

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.

9.0 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, 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.

10.0 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, 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.

11.0 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 Student Receptionist of the College at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

12.0 YOUR RIGHTS TO CHECK WHAT PERSONAL INFORMATION IS HELD ABOUT YOU

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. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please 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 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.

13.0 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.

Parents 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. 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, PLEASE CONTACT THE COLLEGE PRINCIPAL.