



## Privacy Policy Saint Stephen's College

### Privacy Statement

Saint Stephen's College (the College) is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College collects personal and sensitive information from you for the primary purpose of providing education services. All information collected by Saint Stephen's College is treated as confidential and is stored in a secure location. The information collected may be passed onto another association or organisation, a government department; a medical practitioner; and/or anyone you authorise the College to disclose information to. You may access personal information held about you by contacting the Assistant to the Headmaster - Administration and Compliance in writing.

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 make sure it remains appropriate to the changing College environment.

### Scope

The policy applies to board members, employers, employees, volunteers, parents/guardians and students, contractors, and people visiting the College site. It describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

### References

Privacy Act 1988 (Cth)  
Privacy Amendment (Enhancing Privacy Protection) Act 2012  
Child Protection Policy  
Disability Policy

### Personal Information Collection and how it is Collected

The type of information the 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 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, 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 College.



Developing character, inspiring hope

## **Exception in relation to Employee Records**

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. 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 the College will Use the Personal Information Provided**

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 by you, 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 an educational program for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs 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 of the College;
- looking after pupils' educational, social and medical well-being;
- 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 the College requests personal information about a pupil or parent, if the information requested is not provided, 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 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 donations 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 College in its functions or conduct associated activities, such as parents and friends or old scholar 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 provide a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College's Parents and Friends Association.

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.

## **Disclosure of Personal Information**

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, counsellors and sports coaches;
- recipients of College electronic and print 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 to by law.

## ***Sending Information Overseas***

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with Microsoft 'cloud' services which are situated outside Australia or 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.

## **How the College treats 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, 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.

## **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, 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. 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 and/or your child, please contact the Assistant to the Headmaster Administration and Compliance 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 we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

## **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 Assistant to the Headmaster - Administration and Compliance; 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 and Complaints**

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 the College has breached the Australian Privacy Principles please contact the Assistant to the Headmaster - Administration and Compliance. The 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.