



## Privacy Guidelines

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### Rationale

Santa Sabina College (the College) is bound by the Australian Privacy Principles outlined in the *Privacy Act 1988 (Cth)* and *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)*. The 13 principles have been incorporated into these revised Guidelines. The College is also bound by the *Health Records and Information Privacy Act 2002 (NSW)* and the *Privacy Amendment (Notifiable Data Breaches Bill) 2016*.

The College requires all staff members to comply with these Guidelines and they are not intended to create any rights or obligations beyond those stipulated in the legislation. The Guidelines will be reviewed every two years (or as legislation requires) to ensure practices and procedures meet changes in legislation and technology.

The College recognises our responsibility to maintain the privacy of individuals and families in the College community. We are committed to ensuring that our practices and processes protect the privacy of members of our community who provide us with, or from whom we collect, information. That information is collected, used and managed with the dignity of the individual in mind and for the primary purpose of schooling.

### Use and collection of personal information

The College collects and holds personal information, including health and other sensitive information about:

- students, parents/carers 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.

The College will generally collect personal information held about an individual by way of forms filled out by parents/carers or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents/carers and students provide personal information. In some circumstances the College may be provided with personal information from a third party, for example a medical professional or a reference from another College.

### Parents/carers and students

The College's primary purpose of collection is to provide an education or child care services for the students. This includes satisfying the needs of parents/carers, the needs of students and the needs of the College throughout the whole period the student is enrolled at the College. The purposes for which the College uses personal information of parents/carers and students includes:

- keep parents/carers informed about their child's schooling and care through electronic correspondence, newsletters and magazines
- day to day administration
- looking after a students' educational, social and medical well-being
- seeking donations and marketing for the College
- pastoral and community events and networks
- to satisfy the College's legal obligation and to discharge it's duty of care.

In some cases where the College requests personal information about a student or parent/carer, 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.

The information gathered may include:

- name, contact details, next of kin, date of birth, previous school and religion
- medical information, including details of disability and/ or allergies, absence notes, medical reports and names of doctors
- conduct and complaint records, or other behavior notes and College reports
- information about referrals to government agencies
- counseling reports
- health fund details and Medicare number
- any court orders
- volunteering information and
- photos and videos at College events.

#### Job applicants, staff members, volunteers and contractors

In relation to the personal information of job applicants, staff members, volunteers and contractors our primary purpose of collection is to assess (and if successful) engage the applicant, staff member and/or contractor. The purpose of using the personal information of job applicants, staff members, volunteers and contractors includes:

- administering the individual's employment contract, as the case may be
- for insurance purposes
- seeking funds and marketing for the College
- satisfying the College's legal obligations (e.g. Child Protection)
- personal information about volunteers who assist the College or conduct associated activities such as the Parent and Friends and Ex-Students' Association.

The College obtains personal information about volunteers who assist the College in its functions or associated activities, such as our alumni association, to enable them to work together. The information gathered may include:

- name, contact details, next of kin, date of birth and religion
- information on job application
- professional development history
- salary payment information, including superannuation details
- medical information
- complaint records and investigation reports
- leave details
- photos and filming of College events
- workplace surveillance information
- work emails, internet browsing history and private emails.

Under the *Health Records and Information Privacy Act 2002* (NSW), the Privacy Act and The Australian Privacy Principles do not apply to an employee record. As a result, these guidelines do not apply to the College's treatment of a staff record, where the treatment is directly related to a current or former employment relationship between the College and the staff member. The College handles health records in accordance with the Health Records and Privacy Act 2002 and the Privacy Principles.

#### Fundraising and Marketing

Fundraising and marketing are important initiatives in the life of the College in order for the College to continue to provide students and staff with a quality learning environment. Parents/carers, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications like *Veritas Voice* and the flyers from the College may be used for marketing. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising activities, e.g. Ex-Students' Association, Foundation. The College reserves the right to publish to members of our community, and for the purposes of promoting the College, any photographs taken in the normal course of the College's operations unless a member of our community has directed the College not to do so.

### Disclosure of personal information

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

- another school and teachers at those schools
- Government departments
- medical practitioners
- people providing services to the College including specialists, consultants, visiting teachers, sports and other coaches
- recipients of school publications like newsletters and magazines
- parents and carers
- anyone you authorise the school to disclose the information to.
- assessment and education authorities, including the ACARA and NAPLAN Test Administration Authorities who manage the online platform for NAPLAN
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

The College will not disclose personal information about an individual to overseas recipients, for instance, to facilitate a College exchange. The College will not send information outside Australia without obtaining consent or otherwise complying with the Australian Privacy Principles. The College may also store information in the 'cloud' which may mean that it resides on servers which are situated outside of Australia.

### Sensitive information

At times the College collects or is provided with information that is termed "sensitive". This information relates 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 criminal record 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 for a directly related secondary purpose, unless people agree otherwise or the use or disclosure of the sensitive information is allowed by law. In handling sensitive information the College also has regard for our duty of care and the pastoral needs of families in our community.

The College may use online or cloud service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging, and education and assessment applications.

### Management and security of personal information

The College has in place steps to protect the personal information that the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage for paper records and passworded access rights to computerised records. In accord with the Australian Privacy Principles, the College does not store personal information longer than necessary. The College endeavors to ensure that the personal information it holds is accurate, complete and up-to-date. Individuals wishing to update personal information held by the College can do so by contacting the College Principal at any time during College office hours. Student information is stored in accordance with legislative requirements. Further details regarding student records' retention times may be provided by the College's Records Manager, upon request.

### Access – to check and correct details

An individual has the right to access their personal information held by the College and to advise the College of any perceived inaccuracy. This can be done by contacting the College Principal's Executive Assistant. The legislation sets out some exceptions to this right. Students will generally have access to their personal information through their parents/carers but older students may directly 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 require you to verify your details and specify what informations you require. The College may charge a fee and will notify the person the cost in advance.

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

The College respects every parents/carers' 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 parents/carers. The College will treat consent given by parents/carers as consent given on behalf of the student, and notice to parents/carers will act as notice given to the student.

Parents/carers 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 a student grant them 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/carers. This would normally be managed through the Heads of School, School Counsellors and Pastoral Care leaders.

### Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Privacy Officer (Director of Human Resources) by writing to 90 The Boulevard Strathfield or by telephoning 02 9745 7000. The College will investigate any complaint as soon as practicable after it has been made, and in a timely manner.

The College refers to the Privacy Compliance Manual, 2018, provided by the Australian Catholic Education Commission and National Council of Independent Schools' Associations and authored by Minter Ellison Lawyers, for further interpretation of these guidelines.

### Review of Guidelines

These guidelines will be reviewed at the discretion of the College Principal.

Last review date: October 2019

Next review date: As determined by the College Principal when required (March 2020)

Authorised delegate(s): College Principal

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