



# Guilford Young College

## **PRIVACY POLICY**

Your privacy is important. This statement outlines how Guilford Young College uses and manages Personal Information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988 and subsequent amendments.

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

### **Policy Statement**

#### **What kind of personal information does the College collect and how is it collected?**

The type of information the College may collect and hold can include (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians before, during and after the course of a student's enrolment at a Catholic school;
- 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 by way of:

- forms filled out by parents, students or other individuals
- face-to-face meetings and interviews
- telephone calls and emails.

The personal information may include educational and academic records, student behaviour and disciplinary records, addresses, dates of birth, phone numbers, health information, physical characteristics, sport information, co-curricular activities, cultural achievements and photographs.

#### **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 advice from a school.

#### **Exception in relation to employee records**

Under the Privacy Act the National Privacy Principles do not apply to an employee record.

As a result, this Privacy Policy does not apply to the College's treatment of employee records where the treatment is directly related to a current or former employment relationship between the College and an employee.

### **How will the school use the personal information you provide?**

The College will use personal information it collects from you for the primary purpose of collection, which is the provision of Catholic schooling, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### **Students and Parents**

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College and the Tasmanian Catholic Education Office to assist Catholic schools in Tasmania to provide schooling for students enrolled in them. This includes satisfying both the needs of parents and the needs of students throughout the whole period any student is enrolled in a Tasmanian Catholic school.

The purposes for which the College may use personal information of students and parents include:

- to keep relevant authorities informed about matters related to schooling, through reports, correspondence, newsletters and websites;
- day-to-day administration;
- to look after the student's educational, social, spiritual and medical wellbeing;
- to seek donations and to market Catholic schools;
- to satisfy the College's legal obligations and allow it to discharge its duty of care;
- to promote the secular and religious education of Catholic children in Tasmania.

### **Failure of student/parents to provide personal information**

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 provide an educational service for a student or finalise or maintain the enrolment of a student. Similarly in some circumstances it may not be possible for the College to make a grant of financial assistance to a student.

### **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:

- administering the individual's employment or contract, as the case may be;
- insurance purposes;
- seeking funds and marketing;
- satisfying legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

The school may also obtain personal information about volunteers where volunteers provide services for the College.

## **Marketing and fundraising**

The College treats marketing for its future growth and development as an important part of ensuring that it continues to be a quality service.

Personal information held by the college may be disclosed to an organisation that assists in marketing.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for the purpose of marketing.

## **To whom might the school disclose personal information?**

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

- Church agencies, including the Tasmanian Catholic Education Office, Centacare, Parishes and Professional Standards Office;
- Tribunals (e.g. various courts, industrial commissions or anti-discrimination tribunals - both Commonwealth and State);
- Government departments (both Commonwealth and State);
- Parliamentary Inquiries (Commonwealth and State);
- Medical practitioners;
- People providing services to Catholic schools, including specialist visiting teachers and assessors;
- Recipients of school publications, like newsletters and magazines
- Parents; and
- Anyone to whom you authorise the College to disclose information.

## **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 i.e. Full Fee Paying Overseas Students (FFPOS)); or
- otherwise complying with the National Privacy Principles

## **Management and security of personal information**

All College staff members are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place reasonable steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure. The College may do this by use of various methods including, as necessary, locked storage of paper records and pass-worded access rights to computerised records.

## **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 personal information held by the College by contacting the Principal at any time.

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

## **You have the right to check what personal information the College holds 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 it of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves. To make a request to access any information the College holds about you or your child, please contact the College in writing. The College may require you to verify your identity and to 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.

The College may deny access to information it holds about you if:

- provision of such access would be inconsistent with its “duty of care” to students;
- provision of such access would have an unreasonable impact upon the privacy of others;
- the information requested falls within the Privacy Act exemption relating to existing or anticipated legal proceedings;
- is unlawful or contravenes a court order.

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

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 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.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal. However, there will be occasions when access is denied such as those outlined in the previous section.

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 warranted such action.

## **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. It also includes health information.

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.

## **Enquiries and complaints**

If you would like further information or want to make a complaint about the way the College manages personal information please contact the Principal. A complaint must be in writing. If there is no response to a complaint from the College after thirty days a complaint can be made to the Australian Information Commissioner at <http://www.oaic.gov.au/privacy/privacy-complaints>