ST ANTHONY’S NOBLE PARK

PRIVACY POLICY

This statement outlines the school’s policy on how the school uses and manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the School is also bound by the Health Records Act 2001 (Vic.).

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

WHAT KINDS OF PERSONAL INFORMATION DOES THE SCHOOL COLLECT AND HOW DOES THE SCHOOL COLLECT IT?

The type of information the School 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 School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School;
- religion and involvement in the Parish, its groups, activities and works.

PERSONAL INFORMATION YOU PROVIDE: The School 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 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.

EXCEPTION IN RELATION TO EMPLOYEE RECORDS: Under the “Privacy Act”, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School’s treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the School and employee. The School handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.)

HOW WILL THE SCHOOL USE THE PERSONAL INFORMATION YOU PROVIDE?

The School 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 School's primary purpose of collection is to enable the School to provide educational and support services for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

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

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines, e-news, Twitter and other on-line spaces;
- day-to-day administration of the School;
- to engage in fundraising activities for the school and Parish;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations, fundraising and marketing for the School;
- to satisfy the School's legal obligations and allow the School to discharge its duty of care; and
- to keep Parents/Caregivers informed about matters relating to the Parish, its groups, activities and work.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, the School 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 AND CONTRACTORS: In relation to personal information of job applicants and contractors, the School's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which the School uses personal information of job applicants and contractors include:

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

VOLUNTEERS: The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as as assisting in the classroom, to enable the School and the volunteers to work together.

MARKETING AND FUNDRAISING: The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].
Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

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

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

- School service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other diocese;
- third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON), GAFE including Gmail;
- Specialty visiting teachers, counsellors, sports coaches and other dioceses;
- Applications, online tools or other service providers by a third party which the school uses to support or enhance the educational or pastoral care services for its students;
- Government departments;
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners;
- recipients of School publications, such as newsletters and online school spaces;
- student’s parents or guardians;
- anyone you authorise the School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law;
- the Parish to enable it to build community and to support the work of the Parish.

SENDING AND STORING INFORMATION OVERSEAS: The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the School 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 DOES THE SCHOOL TREAT SENSITIVE INFORMATION?

In referring to 'sensitive information', the School 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 School's staff are required to respect the confidentiality of pupils' and Parents' personal
information and the privacy of individuals.

The School has in place steps to protect the personal information the School 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 the Health Records Act, an individual has the right to
obtain access to any personal information and health records respectively which the School holds
about them and to advise the School 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 School holds about you or your
child, please contact the [School Principal] or [School Administrator] by telephone or in writing. The
School may require you to verify your identity and specify what information you require.

The School 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.

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

The School respects every Parent's right to make decisions concerning their child's education.

Generally, the School will refer any requests for consent and notices in relation to the personal
information of a pupil to the pupil's Parents. The School 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 School about them or their child by
contacting Marg Batt, Principal at St Anthony's Noble Park, in writing. However, there may 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 School's duty of care to the pupil.

The School may, at its discretion, on the request of a pupil grant that pupil access to information
held by the School 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 warrant it.
ENQUIRIES

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact Marg Batt, Principal at St Anthony’s Noble Park. The School 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.