Title | Privacy Policy  
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Sphere | Leadership & Management  
Intended Audience | Community  
Related Documents | Mobile Phone & Electronic Equipment Policy  
Author | Leadership Team  
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**Rationale**

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the Australian Privacy Principles contained in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which amends the Commonwealth *Privacy Act 1998* (The Act).

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

**Policy**

What kind of personal information does the College collect and hold and how does the College collect it?

The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians 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/guardians or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents/guardians 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.

Exception in relation to employee records

Under The Act the Australian 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 employees.

Anonymity

The College is required to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfill other obligations and processes. However, some activities and interactions with the College may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

How will the College use the personal information you provide?

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, or to which you have consented.

Pupils and Parents

In relation to personal information of pupils and parents/guardians, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying both the needs of parents/guardians and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents/guardians include:

- to keep parents/guardians informed about matters related to their child's schooling, through various forms of correspondence, College publications, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical well-being;
- seeking donations and marketing for the College;
- 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/guardian, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.
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 funds and marketing for the College;
- 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 the Marcellin College Community Association (MCCA), College’s alumni (MOCA) or the College’s Foundation, 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 be a quality learning community in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the Marcellin College Community Association (MCCA) and the College's Foundation or College’s alumni (MOCA).

Parents, staff, contractors and other members of the wider College Community may from time to time receive fundraising information. College publications, which include personal information (which may include names and/or images), may be used for marketing purposes. Publications are tools used on a range of paper and digital platforms by the College, such as The Eagle (newsletter), our website, our Twitter account and YouTube Channel or the annual Ad Altissima magazine.

Who might the College disclose personal information to?
The College may disclose personal information, including sensitive information, held about an individual to:
- school service providers, including the Catholic Education Commission of Victoria (CECV);
- third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);
- other schools;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications: like The Eagle (newsletter), our website, our Twitter account and YouTube Channel or the annual Ad Altissima magazine;
- parents/guardians;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending information overseas
The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school 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.

The College may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. Some of the countries or regions that the College discloses personal and sensitive information to are:
- United States
- Netherlands
- Ireland
- Singapore
- Hong Kong

Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the ICON system.

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.

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 password 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 their personal information held by the College by contacting the Office of the Registrar at the College or by logging in through the online Community portal.

The Australian 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 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/guardians, 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.

Consent and rights of access to the personal information of pupils
The College respects every parents/guardians 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/guardians. The College will treat consent given by parents/guardians as consent given on behalf of the pupil, and notice to parents/guardians will act as notice given to the pupil.

Parents/guardians 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 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/guardians. This would normally be done only when the maturity of the pupil and/or the pupil’s personal circumstances so warranted.

How you may complain about a breach of your personal information and what is involved?
If you believe that your personal information has been used incorrectly please contact the Office of the Principal at the College immediately.

The College takes this extremely serious and will run a thorough investigation into the alleged breach.

Enquiries
If you would like further information about the way the College manages the personal information it holds, please contact the Office of Principal or his/her nominee.