



## PRIVACY POLICY

This Privacy Policy sets out how the College manages personal information provided to or collected by it.

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

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.

### **What kinds of personal information does the College collect 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 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.

**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 College'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 College and employee. The College handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.)

**Anonymity:** The College needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil 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 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 educational and support services 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 wellbeing;

seeking donations and marketing for the College;

Publicising the achievements, events and developments of the College and its students. On occasions information such as academic and sporting achievements, student activities and other news is published by the College in magazines, newsletters, web sites and other social media sites and could include photographs and other digital imaging;

Where photos and digital images are being used the College will ensure that all students have parental/guardian photo permission prior to release or publication. Permission will be obtained annually as part of the College enrolment or re-enrolment process. Parents and guardians can contact the College at any time to revoke this permission; 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 and contractors:*** In relation to personal information of job applicants and contractors, the College'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 College uses personal information of job applicants 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 past students and friends of the College, 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 Foundation or The St Patrick's College Old Collegians Association or Edmund Rice Education Australia.

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.

The College will at no time disclose personal information to third parties for non-College marketing activities without first obtaining written consent.

Students, parents, staff, contractors, past students and other stakeholders in the College community can elect not to receive such information or request that they not be included in such publications by contacting the Development Office.

### **Who might the College disclose personal information to and store your information with?**

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

School service providers, including the Catholic Education Commission of Victoria, Catholic Education Offices, Edmund Rice Education Australia, specialist visiting teachers, counsellors and sports coaches, and other diocese;

---

**Status of Policy:** [Click here to enter text.](#)

**Sources:** [Click here to enter text.](#)

**Review:** [Click here to enter text.](#)