

## Privacy Policy

### (i) Purpose:

At Salesian College, Chadstone ('College') privacy is regarded as an important matter. This Policy outlines how the College uses and manages personal information provided to or collected by it. It also serves as a guide to the College's staff as to the standards to be applied in respect of handling personal information and to ensure consistency in the College's approach to privacy.

The Policy is used in conjunction with the standard collection notice; alumni collection notice; employment collection notice; and the contractor / volunteer collection notice, copies of which are annexed.

### (ii) Principles:

At Salesian College, we believe practices concerning the collection, use and management of personal information should be:

1. Lawful
2. Respectful
3. Considerate and well-administered.

### (iii) Expectations:

Practices concerning the collection, use and management of personal information will ensure that:

1. The College adheres to the National Privacy Principles ('NPP') contained in the Commonwealth Privacy Act
2. Sensitive information will be collected and kept securely. This information will only be used and disclosed for the purpose(s) for which it was provided
3. Any personal information held by the College is accurate, complete and up-to-date
4. Procedures are established to allow people to have reasonable access to personal information held by the College
5. Individuals are able to make a complaint if they feel their personal information has been handled inappropriately by the College.

These practices will be informed by the attached guidelines, which will be regularly reviewed and revised by the College Leadership Team.

### (iv) Review:

This Policy will be reviewed in accordance with the procedures determined by the College Board twelve months after promulgation, in the initial instance, and thereafter at five (5) year intervals.

## Guidelines

### Accompanying the Salesian College Privacy Policy

#### 1. **Personal information is collected by the College:**

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

- a) pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the College;
- b) job applicants, staff members, volunteers and contractors; and
- c) other people who come into contact with the College.

#### ○ **Personal information provided by Parents or pupils:**

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, interviews 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 school.

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

Under the Privacy Act the NPPs do not apply to an employee record. This policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

#### 2. **Use of personal information provided:**

The College will use personal information it collects 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 have been consented to.

#### ○ **Pupils and Parents:**

In relation to personal information of pupils and Parents, the College's primary purpose of collection is to provide schooling for the pupil. This includes satisfying both the needs of Parents 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 include:

- a. to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- b. day-to-day administration;
- c. looking after pupils' educational, social and medical well being;
- d. seeking donations and marketing for the College;
- e. 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 obtained, the College may not be able to enrol or continue the enrolment of the pupil.

o **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:

- a. in administering the individual's employment or contract;
- b. for insurance purposes;
- c. seeking funds and marketing for the College;
- d. to satisfy the College's legal obligations.

o **Volunteers:**

The College also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as the Salesian Past Pupils Sporting Association, to enable the College and the volunteers to work together.

o **Marketing and fundraising:**

The College treats marketing and seeking donations for the future growth and development as an important part of ensuring that the College continues to be a quality learning environment 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, such as the Salesian College Chadstone Foundation Incorporated.

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

**3. Disclosure of personal information:**

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

- a. another school;
- b. government departments;
- c. medical practitioners;
- d. people providing services to the College, including specialist visiting teachers and sports coaches;
- e. recipients of College publications, like newsletters and magazines;
- f. Parents; and
- g. anyone that the person authorises the College to disclose information to.

o **Sending information overseas:**

The College will not send personal information about an individual outside Australia without:

- a. obtaining the consent of the individual (in some cases this consent will be implied); or
- b. otherwise complying with the NPPs.

**4. Treating 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, or the use or disclosure of the sensitive information is allowed by law.

**5. Management and security of personal information:**

The College's staff is 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 passworded access rights to computerised records.

**6. 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 Registrar of the College at any time.

The NPPs require the College not to store personal information longer than necessary.

**7. Right to check what personal information the College holds:**

Under the Commonwealth Privacy Act, an individual may seek access to personal information, which the College holds about them. There are some exceptions to this set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about persons, Parents or their children, 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 for such access and will advise the likely cost in advance.

**8. Consent and rights of access to the personal information of pupils:**

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 pupil to the pupil's Parents. The College 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 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 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. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warrant.

**9. Complaints handling procedures and breach of NPPs:**

The Commonwealth Privacy Act enables individuals to make a complaint if they feel their personal information has been handled inappropriately by the College. Complaints are to be directed in the first instance to the Principal of the College. If the complaint is not resolved at the College level, The Privacy Commissioner may investigate the complaint. The Privacy Commissioner may not investigate a matter if the individual has not first brought a complaint to the College, unless the Privacy Commissioner is of the view that this would be inappropriate.

## Standard Collection Notice Privacy Legislation

The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son.

Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the College newsletters, magazines and on our website.\*

Parents may seek access to personal information collected about them and their son by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.

As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in a class list and College directory.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

\* Also seek specific consent

## **Alumni Collection Notice Privacy Legislation**

Salesian Past Pupils Sporting Association / Salesian College Chadstone Foundation Incorporated may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Salesian College Chadstone and to keep alumni members informed about other members.

We must have the information referred to above to enable us to continue your membership of Salesian Past Pupils Sporting Association / Salesian College Chadstone Foundation Incorporated.

As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Salesian College Chadstone to assist in its fundraising activities. If you do not agree to this, please advise us now.

Salesian Past Pupils Sporting Association / Salesian College Chadstone Foundation Incorporated may publish details about you in our publications and our/the College's website. If you do not agree to this you must advise us now.\*

You may seek access to personal information collected about you by contacting us, care of the Salesian College Chadstone.

If you provide personal information to us about other people, we encourage you to inform them of the above matters.

\* Also seek specific consent

## **Employment Collection Notice Privacy Legislation**

In applying for this position you will be providing Salesian College Chadstone with personal information. We can be contacted at 10 Bosco Street, Chadstone 3148; telephone (03) 9807 2644 and fax (03) 9888 1289; and by email address, [welcome@salesianchad.vic.edu.au](mailto:welcome@salesianchad.vic.edu.au).

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. / We usually disclose this kind of information to the following types of organisations [list if applicable].

We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, that the College does not usually disclose the information to third parties.

## **Contractor / Volunteer Collection Notice Privacy Legislation**

In applying to provide your services you will be providing Salesian College Chadstone with personal information. We can be contacted at 10 Bosco Street, Chadstone 3148; telephone (03) 9807 2644 and fax (03) 9888 1289; and by email address, [salchad@salesianchad.vic.edu.au](mailto:salchad@salesianchad.vic.edu.au).

If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you. However, there may be occasions when access is denied.

We will not disclose this information to a third party without your consent. / We usually disclose this kind of information to the following types of organisations [list if applicable].

We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.