



## Padua College Privacy Policy

*Dated: December 2015*

*Due for Review: December 2017*

This Privacy Policy sets out how Padua College manages personal information provided to or collected by it. Padua College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, Padua College is also bound by the *Health Records Act 2001* (Vic.).

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

### What kinds of personal information does Padua College collect and how do we collect it?

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

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

**Personal Information you provide:** Padua College will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions, people other than Parents and students provide personal information.

**Personal Information provided by other people:** In some circumstances Padua 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 Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Padua 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 Padua College and employee. Padua College handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.)

**Anonymity:** Padua 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 school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

### How will Padua College use the personal information you provide?

Padua 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.

**Students and Parents:** In relation to personal information of students and Parents, Padua College's primary purpose of collection is to enable Padua College to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of Padua College throughout the whole period the student is enrolled at Padua College.

The purposes for which Padua College uses personal information of students 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 Padua College;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for Padua College; and
- to satisfy Padua College's legal obligations and allow Padua College to discharge its duty of care.

In some cases where Padua College requests personal information about a student or Parent, if the information requested is not provided, Padua College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

**Job applicants and contractors:** In relation to personal information of job applicants and contractors, Padua 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 Padua College 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 Padua College; and
- satisfying Padua College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** Padua College also obtains personal information about volunteers who assist Padua College in its functions or conduct associated activities, such as the alumni association, to enable Padua College and the volunteers to work together.

**Marketing and fundraising:** Padua College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that Padua College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by Padua College may be disclosed to organisations that assist in Padua College's fundraising, for example, Padua College's Foundation or alumni organisation.

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 Padua College disclose personal information to and store your information with?

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

- School service providers, including the Catholic Education Commission of Victoria Ltd, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other diocese;
- third party service providers that provide educational support services or applications to schools and school systems including the Integrated Catholic Online Network (ICON) and 'Google Apps for Education' (GAPE) including Gmail;
- applications, online tools or other services provided by a third party which the school uses to support or enhance the educational or pastoral care services for its students;
- another school to facilitate the transfer of a student;
- government departments;
- medical practitioners;
- recipients of School publications, such as newsletters and magazines;
- student's parents or guardians;
- anyone you authorise Padua College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

**Sending and storing information overseas:** Padua College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Padua 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.

Padua College may also store personal information in the 'cloud' residing on servers of third party cloud service providers which are situated within Australia.

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

### **How does Padua College treat sensitive information?**

In referring to 'sensitive information', Padua College 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**

Padua College's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

Padua College has in place steps to protect the personal information Padua College 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 Padua College holds about them and to advise Padua College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students 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 Padua College holds about you or your child, please contact the College Principal in writing. Padua College may require you to verify your identity and specify what information you require. Padua 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, Padua College 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 students**

Padua College respects every Parent's right to make decisions concerning their child's education.

Generally, Padua College will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. Padua 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.

As mentioned above, parents may seek access to personal information held by Padua 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 Padua College's duty of care to the student.

Padua College may, at its discretion, on the request of a student grant that student access to information held by Padua 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.

### **Enquiries and complaints**

If you would like further information about the way Padua College manages the personal information it holds, or wish to complain that you believe that Padua College has breached the Australian Privacy Principles please contact the College Principal. Padua College 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.