



### POLICY

St Rita's College ('the College') is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). The College may, from time to time, review and update this policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing environment.

This Privacy Policy sets out how personal information provided to or collected by the College is managed. The College will refer to the QCEC (Queensland Catholic Education Commission) Privacy Manual, as updated from time to time, as a guide when implementing procedures and practices under this policy..

### RATIONALE

This policy outlines how the College will manage personal information provided to or collected by the College.

### SCOPE

This policy applies to all members of the College community.

### CONDITIONS

#### 1. What kind of personal information does the College collect and how does the College collect it?

The type of information the College collects and holds includes personal information. Examples of personal information the College may collect include:

- **Students and parents /guardians and student applicants:**
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - results of assignments, tests and examinations;
  - conduct and complaint records, or other behaviour notes, and College reports;
  - information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - volunteering information; and
  - photos and videos at College events.
- **Job applicants, staff members, volunteers and contractors:**
  - name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);



- complaint records and investigation reports;
  - leave details;
  - photos and videos at College events;
  - work emails and private emails (when using work email address).
- **Other people who come in contact with the College:** full name and contact details and any other information necessary for the particular contact with the College.

### 1.1. Personal Information you provide

The College will generally collect personal information about an individual by way of forms filled out, face-to-face meetings, interviews, emails and telephone calls. The College also collects personal information from individuals using on-line forms through the College website.

### 1.2 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. The College will only collect sensitive information from a third party if it would be unreasonable or impracticable to collect the information from the person.

### 1.2. Exception in relation to employee records

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, where the treatment is directly related to a current or former employment relationship between the College and the employee.

## 2. How will the College use the personal information provided?

The College will use personal information provided by individuals or which it collects from an individual 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 the individual, or to which the individual has consented.

### 2.1. Students and parents/guardians

In relation to personal information of students and parents/guardians, the College's primary purpose of collection is to enable the College to provide schooling for the student, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all of the activities of the College. This includes satisfying both the needs of parents/guardians and the needs of the student throughout the whole period the student is enrolled at the College.

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

- to keep parents/guardians informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after a student's educational, social and medical well-being;
- seeking donations and volunteers, and marketing for the College; 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 student or parent/guardian, if the information requested is not obtained, the 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.

### **2.2. 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:

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

### **2.3. Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as those of the Parents and Friends Association or the Alumnae Association, to enable the College and the volunteers to work together.

### **2.4. Marketing and fundraising**

The College treats marketing, fundraising 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 environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, Parents and Friends Association or Alumnae Association.

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 also be used for marketing purposes.

## **3. Who might the College disclose personal information to?**

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

- another school and relevant staff at those schools;
- government departments (including for policy and funding purposes);
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sport coaches, volunteers and counsellors;
- providers of specialist advisory services and assistance to the College, including in the area of human resources, child protection and students with additional needs;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- agencies and organisations to whom the College is required to disclose personal information for education, funding and research purposes;
- people and organisations providing administrative, technology and financial services to the College;



- recipients of College publications, like newsletters and magazines;
- students' parents/guardians;
- anyone an individual has authorised the College to disclose information to; and
- anyone to whom the College is required to disclose the information to by law.

### 3.1. Outsourcing

The College may work with third parties to provide some types of technological support that may require access to the systems that contain personal information. These companies are subject to strict controls that protect personal information from unauthorised use or disclosure and limit their access to personal information to the extent necessary to do their jobs.

### 3.2. Sending information overseas

The College may disclose personal information about an individual to overseas recipients, 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 use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft. Microsoft provides the Microsoft Office 365 including mail services, and stores and processes limited personal information for this purpose. College personnel and Microsoft and its service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Microsoft Office and ensuring its proper use.

### 3.3. Outstanding payments

In some circumstances, the College may need to refer overdue debts to debt collectors or solicitors. In doing this the College will give access only to the personal information required to handle the debt.

## 4. 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, 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is required by law.



### 5. Management and security of personal information

The College's staff are required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

The College stores personal information in a combination of computer storage facilities, paper based files and other records. In doing so, the College uses all reasonable efforts to ensure any personal information the College holds is protected 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.

### 6. Data Breaches

The College adheres to The Privacy Amendment (Notifiable Data Breaches) Act 2017. The College will take all reasonable steps to rectify any privacy data breaches. In circumstances where we believe an eligible data breach has occurred we will notify affected individuals, as well as the Information Commissioner. The notification will include:

- a description of the eligible data breach;
- the kind or kinds of information concerned;
- remedial action undertaken by the College; and
- recommendations about steps the individual should take in response to the data breach.

### 7. Access and correction of personal information

Under the Commonwealth Privacy 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. Students will generally have access to their personal information through their parents/guardians, but older students (i.e. Year 11 and Year 12) may seek access themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access any personal information the College holds about an individual or a student, please contact the College Principal in writing. The Principal's contact details appear below under the heading "Enquiries". The College may require the individual to verify their identity and specify what information is required. Depending on the extent of the information required, the College may charge a fee to cover the cost of verifying the 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. If the College cannot provide an individual with access to that information, the College will provide the applicant with written notice explaining the reasons for refusal (unless, in light of the grounds for refusing, it would be unreasonable to provide reasons).

### 8. Consent and rights of access to the personal information of students

The College respects every parent's/guardian'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 student to the students' parents/guardians. The College will treat consent given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will act as notice given to the student.

Parents/guardians 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 student.



The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student 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 student and/or the student's personal circumstances warrant it.

### 9. Complaints

If an individual wishes to make a complaint about the College's collection, use or disclosure of personal information under this Privacy Policy please contact the College Principal, whose contact details appear below under the heading "Enquiries".

The College will respond to all complaints within 30 days of receiving the complaint. The College's response will confirm whether there has been a breach of the Australian Privacy Principles by the College. If there has been a breach, the response will provide detailed information on what action the College has taken to rectify the breach.

If an individual believes the College's response is unsatisfactory, or if the College fails to respond within 30 days of receipt of the complaint, a request to review the complaint can be made. If the individual remains unsatisfied they may lodge a further complaint with the Office of the Australian Information Commissioner at [www.oaic.gov.au](http://www.oaic.gov.au).

### 10. Enquiries

For further information about the way the College manages the personal information it holds, please contact the College Principal.

Mail: 41 Enderley Road, Clayfield, 4011 Email: [principal@stritas.qld.edu.au](mailto:principal@stritas.qld.edu.au) Phone: (07) 3862 1615

### 11. Review

This policy will be reviewed every three (3) years or as necessitated by legislation.



## ACCOUNTABILITY

<b>Role</b>	<b>Responsible for</b>
Board	Oversight
Principal	Privacy Policy, Implementation and Complaints
Business Manager	Policy review and updates

## ASSOCIATED DOCUMENTS

<b>Description</b>	<b>Document Type</b>
The Privacy Act (Cth) 1988	Act
The Australian Privacy Principles	Principles based in law
Privacy Guidelines (Internal Use)	Guideline
Collection Notices	Notices
Office of the Australian Information Commissioner ( <a href="https://www.oaic.gov.au/">https://www.oaic.gov.au/</a> )	Website

## GLOSSARY OF TERMS

<b>Term (Listed Alphabetically)</b>	<b>Definition</b>
Eligible Data Breach	An eligible data breach arises when the following three criteria are satisfied: <ol style="list-style-type: none"> <li>1. There is unauthorised access to or unauthorised disclosure of personal information, or a loss of personal information, that an entity holds; and</li> <li>2. This is likely to result in serious harm to one or more individuals; and</li> <li>3. The entity has not been able to prevent the likely risk of serious harm with remedial action.</li> </ol>
Health Information	A subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information.
Personal Information	Information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not. It includes all personal information regardless of its source.
Sensitive Information	A type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record.

## REVIEW AND APPROVAL

<b>Version</b>	<b>Author</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Next Review</b>
2.0	D Morrow	Board	18 May 2021	2023
1.0	D Morrow	Board	20 March 2018	2021
N/A	D Morrow	Board	17 June 2014	2017