Statement

MacKillop Catholic College respects the privacy of students, families, staff, volunteers, job applicants and the personal and health information they provide to the school.

Definition

**Personal** information: is information or an opinion, whether true or not, about an individual whose identity is apparent or can be reasonably ascertained from the information.

**Sensitive** information: is personal information relating to a person’s racial or ethnic origin; political opinions; religious beliefs; trade union or other professional or trade association membership; sexual preference; criminal record; and health information about an individual.

Rationale

This policy sets out how MacKillop Catholic College (“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, as amended (“the Act”).

Guidelines

**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 (but is not limited to) personal information, including sensitive information, about:

- Students and parents and/or guardians (“parents”) before, during and after the course of a student’s enrolment at the school;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the school.

**Personal information you provide:**

The 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 an individual from a third party may provide a school with personal information, for example a report provided by a medical professional or a reference from another school.

**Exceptions 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 an employee record, where the treatment is directly related to a current and former employment relationship between the school and employee.
How will the College use the information you provide?

The College will use personal information it collects from you for the primary purpose for which the information is collected. The information may be used for such other secondary purposes that are related to the primary purpose of collection and which are reasonably expected by you, or to which you have consented.

Students and parents:

In relation to personal information of students and parents, the College’s primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College.

The purpose for which the 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;
- Looking after students’ educational, social, emotional, spiritual and medical wellbeing;
- Seeking donations and marketing for the school; and
- To satisfy the College’s legal obligations and allow the College to discharge its duty of care.

In some cases the College requests personal information about a student or parent; if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members and contractors:

In relation to personal information of job applicants, staff members and contractors, a school’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 purpose for which a school 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 school; and
- To satisfy the College’s legal obligations.

Volunteers:

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, 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 environment in which both students and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the College’s fundraising, for example the alumni organisation.

Parents, staff, contractors and other members of the wider school 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.
Exception in relation to related schools:

Under Canon Law the Archbishop of Hobart has full ecclesiastical authority for all Catholic schools in Tasmania. The Privacy Act allows each school, to be legally related to each of the other schools operating in the Archdiocese of Hobart. Other schools may then only use this personal information for the purpose for which it was originally collected. This allows the school to transfer information between them, for example, when a student transfers from one Catholic school conducted in the Archdiocese of Hobart to another Catholic school conducted in the Archdiocese of Hobart.

Who might the College disclose personal information to?

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

- Another school;
- Government departments;
- Statutory boards;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- Recipients of College publications like newsletters and magazines;
- Parents;
- Parishes;
- Anyone to whom you authorise the school to disclose information; and
- Anyone to whom we are required to disclose the information by law.

Sending information overseas:

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.

How does the school treat sensitive information?

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 students’ and parents’ personal information and the privacy of individuals.

The College has in place steps to protect the personal information it 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 updating of personal information

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. Students will generally be able to access and update their personal information through their parents, but older students may seek access themselves. There are some exceptions to these set out in the Act.
To make a request to check or obtain access to any information the College holds about you or your child, please contact the 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 students

The College respects every parent’s right to make decisions concerning their child’s education.

Generally the College will refer any request for consent and notices in relation to the personal information of a student to the students’ parents. A school will treat consent given by parents as a consent given on behalf of the student, and notice to parents will act as a notice given to the student. 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 the 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 school’s duty of care to the student.

The College may, at its discretion, on the request of a student, grant the student access to information held by the school about them, or allow the student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done when the maturity of the student and/or the student’s personal circumstances so warranted.

When is personal information destroyed?

The Australian Privacy Principles require the College not to store personal information longer than necessary. We regularly conduct reviews of the personal information we hold. If we determine that we no longer require personal information we will destroy or de-identify that information within a reasonable time.

Enquiries and complaints

If you would like further information about the way the College manages the personal information it holds, or wish to complain that you believe the school has breached the Australian Privacy Principles please contact the MacKillop Catholic College Business Manager. The College will investigate any complaint and will notify you a decision in relation to your complaint as soon as practicable after it has been made.

The College can be contacted at: enquiries@mackillop.tas.edu.au

Business Manager, MacKillop Catholic College, PO. Box 1068 ROSNY PARK TAS 7018

Telephone (03) 6245 009 or Fax (03) 6245 0100.

If you are not happy with the College’s decision you may make a complaint to the Office of the Australian Information Commissioner. Their contact details are available online at: http://www.oaic.gov.au