ST. PETER’S COLLEGE

PRIVACY POLICY

Your privacy is important

This statement outlines St Peter’s policy on how the College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

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 kind of personal information does St. Peter’s 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 before, during and after the course of a student’s enrolment at the College;
- parents and/or guardians before, during and after the course of a student’s enrolment at the College;
- job applicants;
- staff members;
- volunteers;
- contractors; and
- other people who come into contact with the College.

How does the College treat sensitive information?

In referring to ‘sensitive information’, St. Peter’s 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, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

How will the College collect personal information?

St. Peter’s College will generally collect personal information held about an individual by way of forms filled out by parents/guardians of students, face-to-face meetings, interviews, job application forms and interviews and telephone calls. On occasions people other than parents/guardians and students provide personal information, eg. health professionals, or a reference from another school.
How will St. Peter’s College use the personal information you provide?
The College will use personal information it collects from you only to fulfil its duty of care and for the education of the students. Other purposes will require your consent.

1. **In relation to personal information of students and parents/guardians:**
The College’s primary purpose in collecting this information is to enable it to provide schooling for the student. 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 purpose for which St. Peter’s 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;
- Looking after students’ educational, social and medical wellbeing;
- Seeking donations and marketing for the College;
- 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, and the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the student.

2. **In relation to personal information of job applicants, staff members and contractors:**
St. Peter’s College, Cranbourne’s primary purpose in collecting this information is to assess and (if successful) to engage the applicant, staff member or contractors, as the case may be.

The purpose for which the College 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 College;
- To satisfy the College’s legal obligations, for example, in relation to child protection legislation.

**Exception in relation to employee records.**
Under the Privacy Act the National 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 employee.

3. **In relation to personal information of volunteers:**
St. Peter’s College also obtains personal information about volunteers who assist the College in its functions, or conduct associated activities, to enable the College and the volunteers to work together.
Marketing and Fundraising

St. Peter’s 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.

Parents/guardians, 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.

Who might St. Peter’s College disclose personal information to?

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

- Another College;
- Government department;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers and sports coaches;
- Recipients of College publications, like newsletters and magazines;
- Parents; and
- Anyone you authorise the College to disclose information to.

Sending information overseas.

St. Peter’s 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 National Privacy Principles.

Updating personal information

St. Peter’s 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 Office Manager at any time.

The National Privacy Principles require St. Peter’s College not to store personal information longer than necessary.

May you seek access to the personal information the College holds about you?

Under the Commonwealth Privacy Act, an individual may seek access to personal information which St. Peter’s College holds about them. There are some exceptions to this set out in the Act. Students will generally have access to their personal information through their parents/guardians, but older students may seek access themselves.

To make a request to access any information St. Peter’s College holds about you or you child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require.
**Consent and right of access to the personal information of students**

St. Peter's College respects every parent/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 student’s 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 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 the 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.

**Management and security of personal information**

The College is required to respect the confidentiality of students’ and parents’/guardians’ personal information and the privacy of individuals.

The College has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

**Enquiries**

If you would like further information about the way St Peter’s College manages the personal information it holds, please contact the College Principal or Deputy Principals.