PRIVACY POLICY

COLLEGE VISION
Salesian College is an inclusive and welcoming Catholic Faith Community in the spirit of St John Bosco. Here at ‘Rupertswood’ we take pride in our unique heritage and environment. We value engagement and excellence in learning for a life committed to making a difference in our world.

We are a welcoming COMMUNITY that fosters an atmosphere of joy and optimism.

We strive for engagement in LEARNING for which we are collectively responsible.

We promote the pursuit of EXCELLENCE in all aspects of life.

We are inspired by our FAITH to serve others and develop as resilient, thoughtful and caring citizens of the world.

“A Faith Community committed to Excellence in Learning”

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

POLICY AIMS
The College Privacy Policy has been developed to provide clear guidelines on how information collected and held by the College will be used and stored. In dealing with personal and sensitive information about individuals, the Salesian College is bound by the Privacy Act 1988 (Cth), the National Privacy Principles (NPPs) in the Privacy Amendment (Private Sector) Act 2000 (Cth) and the Health Records Act 2001 (Vic). This policy describes the way the College uses and manages personal information provided to or collected by it in accord with these principles and laws. In this policy a reference to ‘information’ is a reference to both personal and health information.

GUIDING PRINCIPLES
The key principles which guide the College with regards to Privacy can be found within the Privacy Act 1988 (Cth), the National Privacy Principles (NPPs) in the Privacy Amendment (Private Sector) Act 2000 (Cth) and the Health Records Act 2001 (Vic).

POLICY DETAILS
1. COLLECTION OF PERSONAL INFORMATION

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

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

Personal Information collected: The College will generally collect personal information by way of forms filled out by Parents or pupils, face-to-face meetings and 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 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.

2. USE OF THE PERSONAL INFORMATION

Salesian College will use personal information it collects from people 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 people have consented.

Pupils and Parents: In relation to personal information of pupils and parents, the College’s primary purpose of collection is to enable the College 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:
- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school;
- to satisfy the College's legal obligations and allow the discharge of 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.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the 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 purposes 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 school;
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Volunteers: The College also obtains personal information about volunteers who assist it in its functions or conduct of associated activities 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 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 fundraising, for example, the Parents and Friends or 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.
3. DISCLOSURE OF PERSONAL INFORMATION

Salesian College may disclose personal information, including sensitive information, held about an individual to:
- another school;
- government departments;
- your local parish;
- 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 who people authorise the College to disclose information to.

**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 National Privacy Principles.

4. TREATMENT OF SENSITIVE INFORMATION

In referring to 'sensitive information', Salesian 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 individuals agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

5. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

Salesian College staff are required to respect the confidentiality of pupils’ and parents’ personal information and the privacy of individuals. Student information is kept on a secure database and paper information in a central student file. All archival information is securely stored for a specified period. Salesian College has in place steps to protect the personal information the school 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

Salesian 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 Principal’s Secretary of the school at any time. The National Privacy Principles require the school not to store personal information longer than necessary.

7. THE RIGHT TO ACCESS PERSONAL INFORMATION

Under the Commonwealth Privacy Act, an individual may seek access to any 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 individuals, please contact the College Principal in writing.

The College may require individuals to verify their identity and specify what information they require. The College may charge a fee for access and will advise the likely cost in advance.
8. CONSENT TO ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

Salesian 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 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 warranted.

9. ENQUIRIES

If individuals would like further information about the way Salesian College manages the personal information it holds, please contact the College Principal.