



## *Privacy Policy*

This Privacy Policy applies to Saint Ignatius College, Geelong. It sets out how 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. In relation to health records, the College is also bound by the Health Records Act 2001 (Vic.).

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 kinds 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 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 the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

***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 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 College.

***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 the 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 the College and employee.

The College handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.)

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



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## ***Collection of data by third parties:***

Use of Apps and other online services will mean that a student's personal information and data will be collected by third parties for the purposes of providing the services to students. This personal information includes the student's username and College email address and all personal information such as information or data contained in a student's calendar or email (including text, images, photographs, sound and multimedia.)

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

The 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, the College's primary purpose of collection is to enable the College to provide educational and support services for the student.

This includes satisfying the needs of parents, the needs of the student and the needs of the College throughout the whole period the student is enrolled at the College.

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

The College may use and disclose photographs, video, digital or other images of students for marketing and/or fundraising purposes in publications, newsletters, presentations, College internet or other electronic information services.

The College will obtain permission from a student's parent or guardian prior to the publication to enable the College to include such material. The College will obtain this permission as part of the enrolment process. Permissions obtained at enrolment may apply for the duration of the student's enrolment at the College unless the College is otherwise notified in writing.

In some cases where the College requests personal information about a student or Parent, if the information requested is not provided, 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.

***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 and contractors include:

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



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**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 provide a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, for example, the College's Parents Association or alumni organisation or, on occasions, external fundraising organisations.

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 be used for marketing purposes.

## ***Who might the College disclose personal information to and store your information with?***

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

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

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 and correction themselves.

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

To make a request to access or to update any personal 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. 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***

The 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 student to the student's parents. The 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.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal in writing. However, there may 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. This would normally be done only when the maturity of the student and/or the student's personal circumstances warranted.

## ***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 that the College has breached the Australian Privacy Principles please contact the Principal. The 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.

### ***1. Related Documents / Links***

#### ***1.1. Standard Collection Notice (website)***

Policy Manager Position	Business Manager
Approval Authority	SICG Board on 23/3/2017
Review Date	22/3/2020 (3 years from date of approval)

### ***Revision History***

Revision Ref. No.	Approved/ Amended/ Rescinded	Date	Board/Executive
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