



ST PATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 1.7

Privacy

Version 5: 25 February 2014
Ratified by Board of Directors: May 2014
Review Date: May 2017





POLICY

Individuals' privacy is important

This Privacy Policy applies to St Patrick's Technical College, referred to as the College in the Policy.

The Privacy Policy outlines 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 1988***.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technologies, changes to its operations and practices and to make sure the policy remains appropriate to the changing College environment.

GUIDELINES

What kind of personal information does the College collect and how is the information collected?

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

- students and their parents and/or guardians ('parents') before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, industry partners, volunteers and contractors; and
- other people who come into contact with the College.

Personal Information provided by an individual: 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, and telephone calls. The College also collects information through data transfers from schools.

Personal Information provided by Industry Partners: The College will collect personal information about an individual by way of forms filled out by Industry Partners for students who attend on-the-job training linked to Australian School Based Apprenticeships.

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: This Privacy Policy does not apply, and the National Privacy Principles do not bind the College, in relation to the College's treatment of an employee record, where the treatment is directly related to the current or former employment relationship between the College and employee.

How will the College use the personal information an individual provides?



The College will use personal information 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, or to which an individual has consented.

Students and Parents: For personal information about 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 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;
- to co-ordinate on-the-job training of students with industry;
- to look after students' educational, social, spiritual and medical well-being;
- to seek 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, if the information requested is not obtained the College may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members, industry partners and contractors: For personal information about job applicants, staff members, industry partners and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member, industry partner or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members, industry partners and contractors include:

- to administer the individual's employment or contract (as the case may be);
- for insurance purposes;
- to seek funds and marketing for the College;
- to contribute to aggregated data that the College uses to meet their reporting, planning, contract and funding responsibilities;
- to enable the College to maintain necessary staff information for entitlements including long service leave, maternity leave, Workcover and other necessary industrial or employment purposes, and for accreditation and funding purposes;
- 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 the College in its functions or conduct 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 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, College sponsorship, scholarships, etc.

Parents, staff, industry partners, contractors and other members of the wider College community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

To whom might the College disclose personal information?

The College may disclose personal information (including sensitive information) held about an individual **only to those with a right to know**. For example:

- government departments;
- people providing services to the College (including industry partners, specialist visiting teachers, consultants and sports coaches);
- recipients of College publications, like newsletters and magazines;
- parents; and
- anyone to whom the individual authorises the College to disclose information.

Sometimes the College may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.

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.

How will sensitive information be treated?

'Sensitive information' means information relating to a person's racial or ethnic origin, political opinions, religion, trade unions 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.



Management and security of personal information

The College 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 held 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.

Updating personal information

The 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 contacting the Principal at any time. The *National Privacy Principles* require the College not to store personal information longer than necessary.

Individuals have the right to check what personal information the College holds about them

Under the *Privacy Act 1988*, individuals may seek access to any personal information that the College holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the *Privacy Act 1988*. Students will generally have access to their personal information through their parents.

For individuals to make a request to access any information the College holds about them, they should contact the Principal in writing.

The College may require individuals to verify their identity and specify what information they require. A fee may be charged to cover the cost of verifying the individual's application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the individual will be advised of 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 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. 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. This would normally be done only when the student involved had reached 18 years of age, but the College could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Principal or Business Manager.

RELATED POLICIES

- *1.1 – Ethos & Charter*
- *1.2 – Corporate Governance*
- *3.2 – Ethical Business Practices*
- *3.6 – Personnel Records*