Context Statement

Catholic Schools and the Catholic Education Office in the Diocese of Port Pirie are bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This policy sets out how Catholic Schools and the Catholic Education Office in the Diocese of Port Pirie use and manage the personal information provided to or collected by them.

Catholic Schools and the Catholic Education Office in the Diocese of Port Pirie may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

This Policy applies to the Catholic Education Office Port Pirie and the Catholic schools in the Diocese of Port Pirie it administers, the legal entity for which is the Catholic Diocese of Port Pirie Inc.

The type of information Saint Mark’s or CEO collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents before, during and after the course of a student's enrolment at Saint Mark’s or CEO;
- job applicants, Staff, volunteers and contractors; and
- other people who come into contact with Saint Mark’s or CEO.

Personal Information provided by parents: Saint Mark’s or CEO 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 Saint Mark’s or CEO 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 Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to Saint Mark’s or CEO treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Saint Mark’s College or CEO and the employee.

How personal information is used

Saint Mark’s or CEO will use personal information it collects 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 the party has consented.

Students and Parents: In relation to personal information of students and Parents, the primary purpose of collection is to enable the school to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

The purposes for which Saint Mark’s or CEO 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, spiritual and medical wellbeing;

seeking donations and marketing for the college;

to contribute to aggregated data that the college or CEO may require from time to time to meet their reporting, planning, contract and funding responsibilities on behalf of Schools;

to satisfy the college’s or CEO’s legal obligations and allow Saint Mark’s or CEO 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 meet its legal obligations or to enable a quality learning environment for students.

Job applicants, Staff and contractors

In relation to personal information of job applicants, Staff and contractors, Saint Mark’s or CEO’s primary purpose of collection is to assess and (if successful) to engage the applicant, Staff or contractor, as the case may be.

The purposes for which Saint Mark’s or CEO uses personal information of job applicants, staff and contractors include:

- where relevant, in administering the individual’s employment or contract;
- for insurance purposes;
- seeking funds and marketing for the college or CEO
- to contribute to aggregated data that the college or CEO uses to meet its reporting, planning, contract and funding responsibilities;
- to enable the college or CEO to maintain necessary staff information for entitlements including long service leave, maternity leave, workers compensation and other necessary industrial or employment purposes, and for accreditation and funding purposes.
- to satisfy the college or CEO legal obligations, for example, in relation to child protection legislation.

Volunteers: Saint Mark’s or CEO also obtains personal information about volunteers who assist the college or CEO in its functions or conduct associated activities, such as to enable the college or CEO and the volunteers to work together.

Marketing and fundraising: Saint Mark’s 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 enable a quality learning environment in schools in which both students and staff thrive. Personal information held by the college may be disclosed to an organisation that assists in the school fundraising.

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

Exception in relation to related schools: The Privacy Act allows Saint Mark’s, being legally related to each of the other schools conducted by the CEO to share personal (but not sensitive) information with other schools. Other schools may then only use this personal information for the purpose for which it was originally collected by the college or CEO. This allows schools to transfer information between them, for example, when a student transfers from one school to another school administered by the CEO.

Disclose of personal information

Saint Mark’s or CEO may disclose personal information, held about an individual to:

- a school operated by the Diocese of Port Pirie or Catholic Church Endowment Society (Archdiocese of Adelaide);
- a Catholic Education Office in South Australia
- government departments;
• the local Catholic parish;
• people providing services to the college or CEO;
• recipients of college or CEO publications, such as newsletters and magazines;
• Parents;
• anyone you authorise the college or CEO to disclose information to; and
• anyone to whom we are required to disclose the information by law.

Sending information overseas: Saint Mark’s or CEO may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia. However, the college or CEO 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 Saint Mark’s or CEO treats sensitive information

In referring to 'sensitive information', the college or CEO means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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.

Management and security of personal information

Saint Mark’s or CEO staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

Saint Mark’s or CEO has in place steps to protect the personal information held 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 correction of personal information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the college or CEO holds about them and to advise the college or CEO of any perceived inaccuracy. There are some exceptions to this right set out in the Act. 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 update any personal information the college or CEO holds about you or your child, please contact the Principal or CEO Privacy Officer in writing.

Saint Mark’s or CEO may require you to verify your identity and specify what information you require. The college or CEO 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 or CEO 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

Saint Mark’s or CEO respects every Parent’s right to make decisions concerning their child’s education.

Generally, the college or CEO will refer any requests for consent and notices in relation to the personal information of a student to the student’s Parents. The college or CEO 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.
As mentioned above, parents may seek access to personal information held by the college or CEO about them or their child by contacting the Principal or CEO Privacy Officer. 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 or CEO duty of care to the student.

The college or CEO may, at its discretion, on the request of a student grant that student access to information held by the college or CEO 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 so warranted.

Enquiries

If you would like further information about the way the college or CEO manages the personal information it holds please contact the Principal or the CEO Privacy Officer.

CONSEQUENCES OF A BREACH

If you wish to complain that you believe the college or CEO has breached the Australian Privacy Principles, please contact the Principal or CEO Privacy Officer. The college or CEO will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

Guidelines

St Mark’s College will:
- Ensure all policy expectations and obligations are regularly communicated to staff, students and families.

The Principal/Deputy Principal will:
- Ensure staff are informed of privacy policy obligations.

The Staff will:
- Be conversant and support privacy policy obligations and procedures and regularly draw upon this knowledge in their daily interactions.

The Students will:
- Acknowledge and respect each other’s right to privacy.
- Engage actively in teaching and learning activities cognisant with the privacy policy.

The Parents/Caregivers will:
- Honour all privacy obligations and college procedures as part of the privacy policy.

The College Board will:
- Participate and support the development, implementation and review of this policy.

Basis of Discretion

The Principal has the final decision on any interpretation of this policy.

Supporting Documents

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), College or CEO Policy, Procedure or Guideline. All Staff are required to comply with the provisions of any such document, including the following:

SACCS Code of Conduct
SACCS Charter for Staff
SACCS Information and Communications Technology (ICT) Policy
APPROVAL OF PRIVACY POLICY

PRINCIPAL

COLLEGE BOARD CHAIR

Date:

Review Date: August 2017