



Privacy Policy

An Operational Policy Document

Villanova College

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What kind of personal information does the College collect?

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

- Pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the College
- Job applicants, staff members, volunteers, contractors and
- Other people who come in contact with the College.

Examples of personal information the College may collect includes:

- Students: full name, date of birth (birth certificate) and previous school reports;
- Parents: full name, marital status and contact details; and
- Job applicants, volunteers and contractors: full name, education details, employment history and contact details.

The type of information the College collects and holds may also include personal information that is sensitive information. Examples of sensitive information the College may collect includes:

- Students: ethnic origin, religious affiliation, disability and medical information;
- Parents: ethnic origin and religious affiliation; and
- Job applicants, volunteers and contractors: religious affiliation, disability and medical information.

Personal Information you provide: The College will generally collect personal information held about an individual 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 with the consent of the parent or pupil. The College will only collect information necessary to enable it to fulfil the primary purpose of:

- Providing education to your child; and
- Looking after the wellbeing of your child, (together the "Primary Purpose").

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. This will only be collected with your consent. The College will only collect sensitive information from a third party if it would be unreasonable or impracticable to collect the information from you.

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, where the treatment is directly related to a current or former employment relationship between the College and employee.

How will the College use the personal information you provide?

The College will use your personal information for the Primary Purpose. Your personal information will only be used for another purpose if:

- The other purpose relates to the Primary Purpose (Secondary Purpose); or
- In the case of sensitive information, the Secondary Purpose *directly* relates to the Primary Purpose; and
- You would reasonably expect the College to use your information for the Secondary Purpose; or if
- You consent to the use of your personal information for another purpose.

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 secondary purposes for which the College may use 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 pupil's educational, social and medical well-being;
- Seeking donations and volunteers, 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 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 and Contractors - In relation to personal information of job applicants and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor, as the case may be.

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

- Administering the individual's employment or contract, as the case may be;
- Insurance purposes;
- Seeking funds and marketing for the College;
- Satisfying 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, such as those of the Parents and Friends Association or the Old Boys' Association, 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 pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College Foundation, Parents and Friends

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.

To whom might the College disclose personal information?

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

- Another school
- Catholic Education Office and the Catholic Education Commission;
- Government departments and statutory authorities;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers, sports coaches and volunteers;
- Recipients of College publications, like newsletter and magazines;
- Parents; and
- Anyone you authorise the College to disclose information to.

Sending information overseas - The College may disclose personal information about an individual to an overseas recipient. However the College will not do so without:

- Obtaining the consent of the individual (in some cases this consent will be implied); or otherwise
- Complying with the Australian Privacy Principles

How does the College treat sensitive information?

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religious beliefs or affiliations, trade union or other professional or trade association membership, membership of a political association, sexual orientation 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.

Management and security of personal information

The College's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

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

Updating personal information

The College will take all reasonable steps 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 at any time.

The Australian Privacy Principles require the College not to store personal information longer than necessary.

How do you know what personal information the College holds about you?

Under the Australian Privacy Principles, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Australian Privacy Principles. Where a request for access to information or a correction of information is refused, the person concerned will be advised of the reasons for the refusal. 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 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.

Consent and rights of access to the personal information of pupils

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 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 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 by the College 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.

Complaints

If you wish to make a complaint about the College's collection, use or disclosure of your personal information under this Privacy Policy please contact the College's Principal, whose contact details appear below under the heading "Enquiries".

The College will respond to all complaints within 30 days of receiving the complaint. The College's response will confirm whether there has been a breach of the Australian Privacy Principles by the College. If there has been a breach, the response will provide detailed information on what action the College has taken to rectify the breach.

If you believe the College's response is unsatisfactory, or if the College fails to respond within 30 days of receipt of the complaint, a request to review the complaint can be made.

If you remain unsatisfied you may lodge a further complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Principal:

- PO Box 1166
Coorparoo DC Qld 4151
- Email: villa@vnc.qld.edu.au
- Phone: 3394 5690

Policy approved by Council: 14 Feb 2007

Policy revised and updated by Council: 21 May 2014



Information Collection Notice

- The College collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son.
- The College may use your personal information for a number of Secondary Purposes, including:
 - To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
 - Day-to-day administration;
 - Looking after a pupil's educational, social and medical well-being;
 - Seeking donations and volunteers, and marketing for the College;
 - To satisfy the College's legal obligations and allow the College to discharge its duty of care;
 - Administering the individual's employment or contract, as the case may be;
 - Insurance purposes;
 - Seeking funds and marketing for the College; and
 - Satisfying the College's legal obligations.
- Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
- Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
- The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, statutory authorities, the Catholic Education Office, the Catholic Education Commission, medical practitioners, and people providing services to the College, including visiting specialist teachers, coaches and volunteers.
- The College may disclose personal information about an individual to an overseas recipient. However the College will not do so without first obtaining your consent or otherwise complying with the Australian Privacy Principles.
- If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.
- Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
- Parents may seek access to personal information collected about them and their son by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the pupil, or where pupils have provided information in confidence.
- As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you for a contribution of time or money. It may be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
- We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
- If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

- For further information about the way the College manages the personal information it holds, please refer to the College's privacy policy.

Required by the Privacy Act 1988

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