



ST LAURENCE'S COLLEGE

A Catholic School for Boys in the Edmund Rice Tradition

PRIVACY POLICY

Your Privacy is important to us

St Laurence's College continues to effectively maintain and manage your privacy in accordance with the Australian Privacy Principles, which were last amended on 12th March 2014 by the Australian Government.

In compliance with the Australian Privacy Principles the St Laurence's College Privacy Policy is outlined below.

St Laurence's College will review and update this Privacy Policy to abide by new laws and amendments to the Commonwealth Privacy Act and/or changes to the College operations, processes and practices.

What information is collected at St Laurence's College?

The College collects and holds personal information about students, past students, parents/guardians, staff members, volunteers, contractors and other members of the College community who become involved with the College.

Personal information you provide:

This personal information collected is obtained in the following ways (but not limited to):

- forms completed by any of the above in the College community, before, during and after their time on campus
- through one-on-one meetings
- via email, phone and/or enrolment interviews
- through academic examinations and co-curricular activities

Personal information provided by a third party:

The College may also collect personal information from a third party where required, for example, a report provided by a medical professional or a reference from another school.

Purpose of Collection:

The College collects, holds and maintains personal information with respect to parents and students, inter alia, to:-

- allow day to day administration
- monitor and advise parents of their son's academic, cultural, sporting, social and other progress
- assist the College in meeting its duty of care to its students including their medical and social wellbeing
- organise and run the College's scholastic, social, cultural, sporting and other activities

- request donations on behalf of the College's Old Boys Foundation, Old Boys Association, Building Fund and promote the College's fundraising activities
- market the College and its activities and
- enable the College to meet its legal obligations

On occasions information such as academic, cultural and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.

Communication with parents and students may be by way of newsletter, mail, email and magazines.

The College collects, holds and maintains personal information with respect to staff members, volunteers, contractors and other members of the community, inter alia, to:-

- process, evaluate and administer job applications
- review and administer staff members' employment
- fulfil its duty of care with respect to those engaged with the College
- request donations on behalf of the College's Old Boys Foundation, Old Boys Association, Building Fund and promote the College's fundraising activities
- market the College and
- meet its insurance, statutory and other legal requirements and obligations.

How will the College use the personal information provided?

The College will use personal information collected from you in order that it can conduct one or more of the College's functions and for such other secondary purposes reasonably expected by you or to which you have consented.

Where the College receives unsolicited personal information about a person, which it does not reasonably need to hold and maintain for it to conduct its objectives and activities, the information will be either destroyed or de-identified.

Employee Records Exception:

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record held by the employing entity. As a result, the College's Privacy Policy does not apply to the School's treatment of an employee record that concerns current or former employees at the College.

Marketing, Media and Fundraising at the College:

The College treats marketing and donations (whether sought or voluntarily offered) for the future growth and development of the College as an important part of ensuring the school continues to provide a quality learning environment in which both pupils and staff thrive.

The College will accede to a request from a member of the community not to receive marketing and/or fundraising material from the College. Such requests should be made in writing to the Principal.

Disclosure of Personal Information:

The College may disclose personal information as required to third parties in order to meet its objectives and activities. Such parties include:-

- other education institutions
- Commonwealth and State authorities
- Medical practitioners
- People providing services to the College's students
- anyone to whom the individual provides authorisation for the disclosure of such information
- anyone to whom the College is required to provide information to meet its legal obligations

Sending information overseas:

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a College exchange, International student enrolment or tour/immersion.

The College may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. The terms and conditions pertaining to the use of the 'cloud' are disclosed within the terms and conditions of providing personal information.

The College also employs a "payment gateway" system to facilitate the easy remittance of fees and other charges to the College by parents and other members of the community. In order for this software to function optimally limited personal information regarding names and account balances is updated daily into the Westpac Banking system, and being a global company, may mean that the information resides on Westpac servers which are situated outside Australia.

The database attached to the "event booking system" employed by the College is hosted by the service provider in "the Cloud" which could result in limited personal information being stored on servers outside of Australia. The terms and conditions pertaining to the use of the booking system by patrons discloses this and therefore consent to store any such personal information is implied when making a booking.

Sensitive Information:

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless agreed otherwise or the use of disclosure of the information is required or authorised under Australian Law or permitted under the Australian Privacy Principles to collect, hold and/or maintain. For example, under the College's duty of care it may disclose medical information regarding a student to a medical practitioner, should a medical emergency arise.

Consequences of not providing Personal Information:

Should the College not be able to collect, hold, maintain and disclose personal and sensitive information to enable it to carry out one or more of its functions or activities it might not be able to enrol a student or may need to cancel the enrolment of a student. Further the College may be compelled to preclude a student from participating in a particular activity or event.

Consent and rights to access Student's Personal Information:

Consent to collect, maintain and disclose student's personal information given by a parent will be taken to have been given by the student.

However, at the College's discretion, where circumstances so warrant, the College may accede to a student's decision not to grant consent to the College to collect, hold and disclose some or all of his personal information.

Management and Security of Personal Information:

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

St Laurence's College has processes in place to protect the personal information the College holds for 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.

Records are held in paper form as well as on the College's servers in electronic format and access to these records is restricted to authorised personnel at the College. The College employs sophisticated user access rights and protocols in its computer databases to ensure that access to personal information is only granted to those personnel who need such access for the functions, which they perform. The College also employs sophisticated backup software and hardware to ensure that data can be readily restored if required.

All staff receive an induction from the Dean of Staff which ensures all staff are trained in matters relating to the use of personal information and maintaining confidentiality.

Access to Personal Information:

Under the Commonwealth Privacy Act [and the Health Records Act], an individual has the right to obtain access to any personal information, which the College holds about them. Access may be denied in isolated circumstances where the release of 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 a student.

Any inaccuracy or correction to be altered needs to be in writing to the College principal. The College will take such steps as are reasonably practicable to correct such inaccurate, misleading or incomplete information within a reasonable timeframe.

There are some exceptions to these rights set out in the applicable legislation and the College may, where circumstances warrant, grant direct access to the student to his personal information without referral to his parents.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal.

Enquiries and Complaints:

Complaints regarding the breach of the Australian Privacy Principles by the College should be made to the Principal of the College in writing. The College will respond within a reasonable timeframe. 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.

Copies

If a parent, student or employee requests a copy of the Privacy Policy in a particular form from time to time, the College will take reasonable steps to give the person a copy in that form.

Approved by the College Leadership Team, Date