

ST MARY'S COLLEGE

EST. 1869

PRIVACY STATEMENT

CONTENTS

1. Purpose 3
2. Scope 3
3. Statement 3
4. Enquiries and complaints 7
5. Definitions 7
6. Related Policies, Procedures and Resources 7
7. Resources 7
8. Revision Record 7

1. Purpose

This Privacy Statement applies to St Mary's College which is operated and administered by Dominican Education Australia (DEA) and hereinafter referred to as the College. 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.

From time to time this Privacy Statement may be reviewed and updated to take into account new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

2. Scope

The provisions of this statement apply to St Mary's College owned and operated by Dominican Education Australia.

3. Statement

3.1 What kind of personal information does the College collect and how does the College collect it?

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

- students and parents/guardians before, during and after the course of a student's enrolment at the College:
  - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
  - parents/guardians' education, occupation and language background;
  - medical information (e.g. details of disability and/or allergies, absence notes, medical reports and names of doctors);
  - conduct and complaint records, or other behaviour notes, and school reports;
  - information about referrals to government welfare agencies;
  - counselling reports;
  - health fund details and Medicare number;
  - any court orders;
  - volunteering information; and
  - photos and videos at school events;
- job applicants, staff members, volunteers and contractors:
  - name, contact details (including next of kin), date of birth, and religion;
  - information on job application;
  - professional development history;
  - salary and payment information, including superannuation details;
  - medical information (e.g. details of disability and/or allergies, and medical certificates);
  - complaint records and investigation reports;
  - leave details;
  - photos and videos at College events;
  - performance development documentation;
  - work emails and private emails (when using work email address) and Internet browsing history; and
- other people who come into contact with the College, including name and contact details and any other information necessary for particular 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/guardians or students, notes undertaken during face-to-face meetings and interviews, emails and telephone calls.

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: Under the Privacy Act 1988, this Privacy Statement does not apply to the school's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

3.2 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, or to which you have consented.

Students and Parents/Guardians: In relation to personal information of students and parents/guardians, the College's primary purpose of collection is to enable the College to provide for the learning and wellbeing of students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. This includes satisfying the needs of parents/guardians, 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/guardians include:

- to keep parents/guardians informed about matters related to their child's schooling, through correspondence, newsletters and communication through the College Learning Management System SEQTA;
- day-to-day administration;
- looking after students' educational, social and emotional, spiritual and medical wellbeing;
- community engagement;
- promotion and marketing for the College; and
- to satisfy the College and its 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 or permit the student to take part in a particular activity.

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 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 funds and marketing for the College; and
- 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 school 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 school as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive.

Parents/guardians, staff, contractors and other members of the wider school 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.

Exception in relation to related schools: The Privacy Act 1988 allows the College to share personal (but not sensitive) information with other schools conducted by Dominican Education Australia (DEA). Other College schools may then only use this personal information for the purpose for which it was originally collected by the College. This allows schools to transfer information between them, for example, when a student transfers from the College to another interstate / intrastate school conducted by the College's governing body.

3.3 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 for educational, administrative and support purposes. This may include to:

- another school;
- government departments (including for statement and funding purposes);
- Catholic Education South Australia, the National Catholic Education Commission (NCEC), the College's local diocese and parish, other related church agencies/entities, and other Catholic schools;
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- people providing administrative and financial services to the College;
- students' parents/guardians;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

Sending and storing information overseas: The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, 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 Australian Privacy Principles or other applicable privacy legislation.

The College may use online or 'cloud' service providers to store personal information and sensitive information and to provide services to the College that involve the use of personal information and sensitive information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft 0ffice 365. School personnel, the College, the NCEC and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering Microsoft 0ffice 365 and ensuring its proper use.

3.4 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, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, 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.

3.5 Management and security of personal information

The College's staff are required to respect the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

The College has in place steps to protect the personal information it holds 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.

3.6 Access and correction of personal information

Under the Commonwealth Privacy Act, an individual has the right to seek and obtain access to any personal information which the College holds about them. 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/guardians, but students over 18 years 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 College's 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 the College cannot provide you with access to that information, you will be provided with written notice explaining the reasons for refusal.

3.7 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/guardians. The College will treat consent given by parents/guardians as consent given on behalf of the student and notice to parents/guardians will act as notice given to the student.

Parents/guardians may seek access to personal information held by the College about them or their child by contacting the College's 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 school about them or allow a student to give or withhold consent to the use of their

personal information, independently of their parents/guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

4. 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 College Principal in writing. The College will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable.

5. Definitions

College includes St Mary's College as well as sites on which staff or others engaged in duties or activities such as excursions or conference attendance sanctioned by the College.

Staff means staff employed by any Catholic School or the Catholic Education Offices.

Personal information is information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

Sensitive information is personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

6. Related Policies, Procedures and Resources

This statement is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), College statement, procedure or support document including:

- SACCS Privacy Policy (2018)

7. Resources

- Privacy Amendment (Enhancing Privacy Protection) Act 2012
- NCEC Privacy Compliance Manual (2023)
- CESA Privacy Collection - collection notice templates

8. Revision Record	
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