



## St Ursula's College, Yeppoon Privacy Policy

This Privacy Policy sets out how St Ursula's College manages personal information provided to or collected by it.

St Ursula's College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

St Ursula's College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College operations and practices and to make sure it remains appropriate to the changing College environment.

### **What kinds of personal information does St Ursula's College collect and how does St Ursula's College collect it?**

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

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at St Ursula's College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with St Ursula's College.

**Personal Information you provide:** St Ursula's 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, emails and telephone calls. On occasions people other than Parents and Pupils provide personal information.

**Personal Information provided by other people:** In some circumstances St Ursula's 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, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St Ursula's College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Ursula's College and employee.

### **How will St Ursula's College use the personal information you provide?**

St Ursula's 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 by you, or to which you have consented.

**Pupils and Parents:** In relation to personal information of Pupils and Parents, St Ursula's College's primary purpose of collection is to enable St Ursula's College to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of St Ursula's College throughout the whole period the pupil is enrolled at St Ursula's College.

The purposes for which St Ursula's College uses 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 of St Ursula's College;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for St Ursula's College; and
- to satisfy St Ursula's College's legal obligations and allow St Ursula's College to discharge its duty of care.

In some cases where St Ursula's College requests personal information about a pupil or Parent, if the information requested is not provided, St Ursula's College may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

**Job applicants, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, St Ursula's College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

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

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for St Ursula's College; and
- to satisfy St Ursula's College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** St Ursula's College also obtains personal information about Volunteers who assist St Ursula's College in its functions or conduct associated activities, such as an Alumni Association, to enable St Ursula's College and the volunteers to work together.

**Marketing and fundraising:** St Ursula's College treats marketing and seeking donations for the future growth and development of St Ursula's College as an important part of ensuring that St Ursula's College continues to provide a quality learning environment in which both pupils and staff thrive.

Personal information held by St Ursula's College may be disclosed to organisations that assist in St Ursula's College's fundraising, for example, St Ursula's College Parents and Friends Associations, an Alumni Association or on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider School 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.

### **Who might St Ursula's College disclose personal information to?**

St Ursula's College may disclose personal information, including sensitive information, held about an individual to:

- another school;
  - medical practitioners;
  - people providing services to St Ursula's College, including specialist visiting teachers, counsellors and sports coaches;
  - recipients of School publications, such as newsletters and magazines;
  - Parents;
  - anyone you authorise St Ursula's College to disclose information to
  - government departments including Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- anyone to whom we are required to disclose the information to by law.

***Sending information overseas:*** St Ursula's College may disclose personal information about an individual to overseas recipients, for instance, if/when storing personal information with 'cloud' service providers which are situated outside Australia or to

facilitate a school exchange. However, St Ursula's 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.

### **How does St Ursula's College treat sensitive information?**

In referring to 'sensitive information', St Ursula's 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, that is also personal information; health and biometric information and financial 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**

St Ursula's College's staff are required to respect the confidentiality of Pupils' and Parents' personal information and the privacy of individuals.

St Ursula's College has in place steps to protect the personal information St Ursula's College 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.

### **Access and correction of personal information**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which St Ursula's College holds about them and to advise St Ursula's College of any perceived inaccuracy.

Pupils will generally be able to access and update their personal information through their Parents, but older pupils 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 St Ursula's College holds about you or your child, please contact the Business Manager or Principal, in writing. Personal address and contact details may be updated via the *Parent Lounge* portal.

St Ursula's College may require you to verify your identity and specify what information you require. St Ursula's 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, St Ursula's College 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 pupils**

St Ursula's College respects every Parent's right to make decisions concerning their child's education.

Generally, St Ursula's College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Ursula's 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.

As mentioned above, parents may seek access to personal information held by St Ursula's College about them or their child by contacting the Business Manager or 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 St Ursula's College's duty of care to the pupil.

From 1 January 2015 all students undertaking nationally recognised training delivered by a registered training organisation (St Ursula's College) will need to have a Unique Student Identifier (USI). The personal information provided in connection with an application for a USI is collected by the Student Identifiers Registrar for the purposes of:

- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts.

St Ursula's College may, at its discretion, on the request of a pupil grant that pupil access to information held by St Ursula's 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.

## **Enquiries and complaints**

If you would like further information about the way St Ursula's College manages the personal information it holds, or wish to complain that you believe that St Ursula's College has breached the Australian Privacy Principles please contact the Business Manager.

St Ursula's 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.