



Privacy Policy

Approved: June 2015

Introduction

This statement outlines St Hilda's College policy in how the College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

Information collected

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

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

The College 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, and telephone calls. 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 College.

Exception in relation to employee records

The College is not bound by the National Privacy Principles, and this Privacy Policy does not apply, in relation 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 the employee.

Use of personal information

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.

In relation to personal information of students and parents, the College's primary purpose of collection is to enable the College to provide its services to the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the College. The purposes for which the College uses personal information of students and parents include:

- to keep parents informed about matters related to their child's time at the College through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations 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 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.

In relation to personal information of job applicants, staff members and contractors, the 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 funds and marketing the College;
- to satisfy the College's legal requirements.

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as (alumni associations), to enable the College and the volunteers to work together.

With respect to Marketing and Fundraising the College treats marketing and seeking donations for the future development of the Colleges as an important part of ensuring 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's Foundation or alumni organisations.

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.

Disclosure of personal information

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

- another College;
- government departments;
- medical practitioners;
- people providing services to the College, including visiting tutors and sports coaches;
- recipients of College publications, via newsletters and magazines;
- parents; and
- anyone you authorise the College to disclose information to.

Sending information overseas

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 National Privacy Principles.

Sensitive information

In referring to “sensitive information”, the College means: information relating to a person’s racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences 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 that sensitive information is allowed by law.

Management and security of personal information

The College’s staff is required to respect the confidentiality of students’ 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 pass worded access rights to computerised records. Except when required by law, the College will not disclose individual contact details including addresses to third parties without that individual’s consent.

Updating personal information

The College endeavours 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 Business Manager of the College at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

Individual's right of access

Under the Commonwealth Privacy Act, 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 Act.

To make a request to access any information the College holds about you or your child, please contact the College Attention the Business Manager 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.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the College's Business Manager on 03 9248 8400 or +61 3 9248 8400.

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