

Privacy Policy

Policy Statement

This policy sets out how personal information provided to or collected by Loreto College Ballarat is managed, to ensure Loreto College Ballarat acts in accordance with relevant legislative requirements.

Context

Loreto College Ballarat recognises the importance of privacy and is committed to protecting personal information which may be collected, held and stored.

Loreto College Ballarat is bound by a range of privacy legislation, including the applicable privacy principles (APPs) under the *Privacy Act 1988 (Cth)*. In relation to health records, this school is also bound by the *Health Records Act 2001 (Vic.)* and the Health Privacy Principles in that Act.

Scope

This policy applies to information held and acquired by Loreto College Ballarat.

Data and Information Collection

Types of Information Collected

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

- students and parents/guardians/carers before, during and after the course of a student's enrolment at the school, including:
 - name, contact details (including next of kin), date of birth, gender, language background, previous school and religion
 - parents' education, occupation, language spoken at home, nationality and country of birth
 - health information (e.g., details of disability and/or allergies, dietary requirements, absence notes, immunisation details, 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
 - Court orders
 - criminal records
 - volunteering information (including Working with Children Checks)

- photos and videos taken at school events
- job applicants, volunteers and contractors, including:
 - name, contact details (including next of kin), date of birth, and religion
 - information on job application
 - professional registrations, including Victorian Institute of Teaching registrations
 - screening information, including Working with Children Checks (WWCC) and or National Police Record Checks
 - professional development history
 - salary and payment information, including superannuation details
 - health information (e.g. details of disability and/or allergies, and medical certificates)
 - complaint records and investigation reports
 - leave details
 - photos and videos at school events
 - workplace surveillance information, in accordance with the *Surveillance Devices Act 1999 (Vic)*
 - work emails and private emails (when using work email address) and Internet browsing history
- other people who come into contact with Loreto College, including name and contact details and any other information necessary for the particular contact with Loreto College.

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 school's treatment of an employee record where the treatment is directly related to a current or former employment relationship between [insert school name] and an employee.

Any exemptions will take priority over this policy to the extent of any inconsistency. The aim is to comply by incorporating the Australian Privacy Principles and manage personal information with a high degree of diligence and care.

This exemption does not extend to job applicants, contractors, or other privacy obligations such as tax file number requirements and health privacy laws.

Loreto College Ballarat handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001 (Vic.)*.

Anonymity

Loreto College Ballarat needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to students and its educational and support services, conduct job application processes and fulfil other obligations and processes. However, where practicable, in some limited circumstances some activities and interactions with Loreto College Ballarat may be done anonymously, which may include making an inquiry, complaint or providing feedback.

Legislative Context (if applicable)

Australian Education Act 2013 (Cth)

Australian Education Regulation 2013 (Cth)

Health Records Act 2001 (Vic.)

Privacy Act 2001 (Cth)

Definitions specific to this policy

TERM	DEFINITION
APP Entity	An organisation or other entity regulated by the <i>Privacy Act 1988 (Cth)</i> .
APP Guidelines	<i>Australian Privacy Principles Guidelines</i> published by the OAIC.
Data Breach	Actual unauthorised access or disclosure of personal information, or the loss of personal information where the loss is likely to result in unauthorised access or disclosure.
Health information	Is information or opinions about an identifiable person's physical, mental or psychological health or disability. Health information is a type of personal information which, because of its sensitivity, also has different and stronger legal protections. Health information is regulated in Victoria under the <i>Health Records Act 2001 (Vic)</i> .
OAIC	Office of the Australian Information Commissioner.
Personal information	Is recorded information or opinion, whether true or not, about a person whose identity is apparent, or can reasonably be ascertained, from the information. The information or opinion can be recorded in any form. A person's name, address, phone number and date of birth (age) are all examples of personal information.
Sensitive information	Is a type of personal information with stronger legal protections due to the risk of discrimination. It includes information or opinion about an identifiable person's racial or ethnic origin, political opinions or affiliations, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, criminal record, or membership of a trade union. Personal and sensitive information is regulated in Victoria under the <i>Privacy and Data Protection Act 2014 (Vic)</i> .
	Note: De-identified information about individuals can become personal information if it is re-identified or if it is at high risk of being re-identified, for example, if it is released to the public or is a small sample size.

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