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## 1. Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents and carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

## 2. Background

The College complies with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) and the Notifiable Data Breaches Scheme (NDBS). Queensland privacy legislation applies primarily to public sector agencies; as an independent school, MSM's privacy obligations arise under the federal Privacy Act.

The College may, from time to time, review and update this 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.

This policy does not include information pertaining to educational attainment of students which is covered by other legislative requirements.

## 3. Purpose

This Privacy Policy outlines how the College manages personal information provided to or collected by it and applies to all staff, students, parents, volunteers, contractors, alumni, visitors, and other individuals connected to the College.

## 4. Scope

This policy applies to the College's treatment of personal information from those parties specified in clause 5. This policy applies to all operations involving the collection, use, storage and disclosure of personal information.

## 5. 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 includes (but is not limited to) personal information, including health and other sensitive information. The College will generally collect personal information held about an individual by way of forms filled out by parents and carers or students (both paper and on-line), 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, a reference from another College or a referee for a job applicant. If a student transfers to a new College, the new College may collect personal information about the student from the student's previous College to facilitate the transfer of the student and to enable the new College to exercise its duty of care.

Personal information from other sources:

The purposes for which the College collects, uses and discloses personal information depends on our relationship with you and includes, but is not limited to, the purposes set out below.

The College collects the following types of information from the following groups:

5.1 Students, and parents and/or guardians ("parents and carers") before, during and after the course of a student's enrolment at the College, including:

- name, contact details (including next of kin), date of birth, gender, language background, previous school and religion;
- parents' and carers' 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 College events.

5.2 Job applicants, staff members, volunteers and contractors, including:

- 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 school events;
- workplace surveillance information (e.g. school monitors the appropriate use of school electronic devices (and may collect information about device usage);
- work emails and private emails (when using work email address) and Internet browsing history.

5.3 Alumni & Visitors:

- Contact details, participation in College events, alumni activities, and fundraising initiatives.

5.4 Other people who come into contact with the College:

- Information necessary for sacramental and community activities, including name and contact details and any other information necessary for the particular contact with the College.

## 6. Purposes for which we collect, use and disclose personal information

The College will use personal information it collects from you for the primary purpose identified for that 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.

Students and Parents:

The other purposes for which the College uses personal information of students and Parents include (but are not limited to):

- providing College activities;
- satisfying the needs of Parents, the needs of students and the needs of the College; throughout the whole period a student is enrolled at the College;
- making required reports to government authorities;
- keeping Parents informed about matters related to their child's Learning, through correspondence, apps, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social, spiritual and health wellbeing;
- seeking donations for the College (see the 'Fundraising' section of this Privacy Statement)
- to satisfy the College's legal obligations, for example, in relation to child protection legislation including NCCD data.

Volunteers:

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. This may include:

- to contact you about, and administer, the volunteer position;
- for insurance purposes; and
- to satisfy the College's legal obligations, for example, in relation to child protection legislation.

Job applicants and contractors:

In relation to the personal information of job applicants, staff members and contractors, MSM and a College's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor, as the case may be. The purposes for which a College uses and discloses personal information of job applicants, staff members and contractors include:

- assessing and (if successful) engaging the applicant or contractor;
- administering the individual's employment or contract;
- for insurance purposes; and
- satisfying the College's legal obligations, for example, in relation to child protection legislation

Failure to provide required information may limit the College's ability to deliver certain services or fulfil obligations.

Exception in relation to employee records:

Under the Privacy Act (Cth), the Australian Privacy Principles do not apply to an employee record. As a result, this policy does not apply 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 employee.

## **7. Marketing and Fundraising**

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College's fundraising, such as the MSM College Foundation, the MSM Parents and Friends Association or the MSM Alumni.

Parents and carers, 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.

## **8. How we hold and protect personal information**

The College has in place steps to protect the personal information the 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 that are appropriate to the sensitivity of the information and how it is held, accessed and used.

These steps include:

- Restricting access to information on the College databases on a need to know basis with different levels of security being allocated to staff based on their roles and responsibilities and security profile.
- Ensuring all staff are aware that they are not to reveal or share personal passwords.
- Ensuring where personal and health information is stored in hard copy files that these files are stored in lockable filing cabinets in lockable rooms. Access to these records is restricted to staff on a need to know basis.
- Implementing physical security measures around the College buildings and grounds to prevent break-ins.
- Implementing ICT security systems, policies and procedures, designed to protect personal information storage on our computer networks.
- Implementing human resources policies and procedures, such as email and internet usage, confidentiality and document security policies, designed to ensure that staff follow correct protocols when handling personal information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.

The College may disclose personal information, including sensitive information, for educational, care and administrative purposes, to seek support and advice, or for other purposes that are related and reasonably expected, or that the individual consented to.

This may include a disclosure to:

- other Colleges, including a new College to which a student transfers to facilitate the transfer of the student,
- government departments (including for policy and funding purposes);
- the College's Archdiocese, the parish, other related church agencies;
- medical practitioners;
- people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers, and counsellors;
- organisations that assist us with fundraising (see the 'Fundraising' section of this Privacy Statement);
- providers of specialist advisory services and assistance to the College, including in the area of Human Resources, child protection and students with additional needs;
- 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);
- agencies and organisations to whom we are required to disclose personal information for education and research purposes;
- people and organisations providing administrative, technology and financial services to the College;
- providers of our information management and storage system and other information technology services;
- recipients of College publications, such as newsletters and magazines;
- students' parents or 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, or to exercise a duty of care or defend our legal interests.

The College may store your personal information in hard copy and electronically. Storage and access as part of centralised information systems: The College uses centralised information management and storage systems (Systems) provided by third party service providers. Personal information is stored with and accessible by the third-party service providers for the purpose of providing services to the College in connection with the Systems. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information.

## **9. Outsourcing**

The College may work with third parties to provide some types of technological support that may require access to the systems that contain your personal information. These companies are subject to strict controls that protect your information from unauthorised use or disclosure and limit their access to your personal information to the extent necessary to do their jobs

Sending and storing information overseas:

The College may disclose personal information about an individual to overseas recipients in certain circumstances, for instance, to facilitate a College exchange, or to certain service providers who may be located overseas.

The College may use other online or 'cloud' service providers to store personal information and to provide online or other services to the College that involve the use of personal information, such as services

relating to email, instant messaging and education and assessment applications, document management and storage, personnel/contractor management, or other software and service providers.

Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services and provide technical support. 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 (for example, some personal information relating to our contractors is held on a third party service provider's server in the USA). An example of such a cloud service provider is Microsoft. Microsoft provides 'Office365' (O365) including email, file storage and processes limiting personal information for this purpose.

College personnel, MSM, MSMO and their service providers may have ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering O365 and ensuring its proper use.

## **10. How does the College treat sensitive information?**

In referring to 'sensitive information', the College means sensitive information as defined by the Australian Privacy Principles.

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.

## **11. Management and Security of personal information.**

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

The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or unauthorised 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 "Privacy Act" (Cth), an individual has the right to seek and obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents and carers, but older students 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 Business Manager in writing. The Business Manager's contact details appear below under the heading "Enquiries".

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 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 students**

The College respects every parent's and carers' 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 or carers. The College will treat consent given by parents and carers as consent given on behalf of the student and notice to parents and carers will act as notice given to the student.

Parents and carers may seek access to personal information held by the College about them or their child by contacting the College Business Manager 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, in its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents or carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## **12. Data breaches (Notifiable Data Breaches scheme)**

If we suspect a data breach, we will promptly assess and, where serious harm is likely, notify affected individuals and the OAIC in line with our Data Breach Response Plan.

## **13. 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 Business Manager by writing, whose contact details appear below under the heading "Enquiries". 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.

Application and scope - this policy applies to all employees of the College, that is, staff, volunteers and other third-party contractors.

Responsibility - all College staff, volunteers and third-party contractors shall conform to this policy.

If you would like further information about the way the College manages the personal information it holds, please contact the College's Business Manager at the following address.

Mail: PO Box 208, 67 Elimatta Drive ASHGROVE QLD 4060 Email: admin@msm.qld.edu.au

## **13. Document Management and control**

This policy will be reviewed every three years or as otherwise required by law.

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