



## 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 is bound by the Australian Privacy Principles contained in the "Privacy Act" 1988 (Cth).

The College is bound by Queensland legislation in relation to health records.

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 sets out how the College manages personal information provided to or collected by it.

## 4. Scope

This policy applies to the College's treatment of personal information from those parties specified in clause 5 below.

## 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 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;
- 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 the 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 and carers or students (both paper and on-line), face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and carers and students provide personal information.

### **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 person, entity (such as another school), transport provider, or government department or agency.

**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.

**6. How will the College use the personal information you provide?**

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.

**6.1 Students, parents and carers:**

In relation to personal information of students, parents and carers, the College's primary purpose of collection is to enable the College to provide education to 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 and carers, the needs of the students 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, parents and carers are:

- to keep parents and carers informed about matters related to their child's education, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after students' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the College; and
- 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 or carer, if the information requested is not provided, 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.

**6.2 Job applicants, staff members and contractors:**

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 are:

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

### **6.3 Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as those of the MSM Parents and Friends Association, the MSM College Foundation or the MSM Alumni, to enable the College and the volunteers to work together.

## **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. Who might the College disclose personal information to and store your information with?**

The College may disclose personal information held about an individual for educational, administrative and support purposes; namely to:

- anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws;
- those to whom information must be provided under legislative requirements for funding, national testing and census purposes or canonical requirements;
- those who need the information for the good education and wellbeing of the students, namely medical practitioners, people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors, and providers of learning and assessment tools;
- people providing administrative and financial services to the College; and
- anyone you authorise the College to disclose information to.

## **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, for instance, to facilitate a College 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 to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications, graphic design concepts for print and digital publications.

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 an Australian cloud service provider's servers in Australia.

## **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. 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.

### **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 at the following address.

Mail: PO Box 208, 67 Elimatta Drive ASHGROVE QLD 4060

Email: [gcole@msm.qld.edu.au](mailto:gcole@msm.qld.edu.au) Phone: 07 3858 4222

## **13. Document management and control**

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

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