



## PRIVACY POLICY

Status	<b>CURRENT</b>
Classification	General Compliance
Established	2005
Last Review	2018
Next Review	2022
Responsibility	Head of Strategy and Compliance

This Privacy Policy sets out how St Augustine's College - Sydney manages the provision and collection of personal information. It applies to Board members, employers, employees, volunteers, parents / guardians, students, contractors and visitors to the College. It describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

St Augustine's College - Sydney is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the College is also bound by the New South Wales Health Privacy Principles contained in the Health Records and Information Privacy Act 2002 (Health Records Act).

The College may, from time to time, review and update this Privacy Policy to take account of new regulations and technology, changes to the College's operations and practices and to ensure it remains appropriate to the changing school environment.

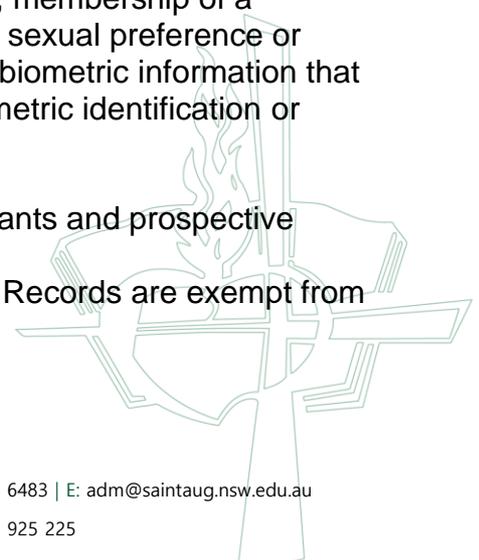
### DEFINITIONS

*Personal information:* Information or an opinion, whether true or not, and whether recorded in material form or not, about an identified individual or an individual whose identity is reasonably apparent, or can be determined, from the relevant information or opinion.

*Sensitive information:* A type of personal information. It includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.

*Employee:* Individual employed by the College, including applicants and prospective employees.

*Employee Record:* A record as defined in the Act (Employment Records are exempt from Privacy protection).



*Health Information:* A subset of sensitive information. It is information or an opinion about the health or disability of an individual and information collected to provide, or in providing a health service.

*Eligible data:* Personal information of a confidential / sensitive nature which could result in significant harm / damage or risk to those affected by a breach.

*Breach:* Unauthorised access and disclosure of personal information of individuals. This includes circumstances where there has been a possible unauthorised access or disclosure which compromises personal data.

*Mandatory Notification:* The College must notify the Australian Information Commissioner when an eligible breach has occurred.

*Data Breach Response Plan:* The procedures used by the College following an actual or suspected breach of data.

## **WHAT KINDS OF PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DOES THE COLLEGE COLLECT THIS INFORMATION?**

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

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the College, including:
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the College.

**Personal Information provided by the individual:** The College will generally collect personal information held about an individual by way of paper and online forms completed by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents 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 school.

**Personal Information generated at the College:** Personal information is generated throughout a student's time at the College, including academic reports, student class work and assessment documentation.

**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 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.

## **HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION PROVIDED?**

The College will use personal information it collects from the individual 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 the individual, or to which the individual has consented.

**Students and Parents:** In relation to personal information of students and parents, 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. This includes satisfying the needs of parents, the needs of the student 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 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 the College;
- Providing a range of educational, co-curricular and organisational tools and services to students;
- Looking after students' educational, social and medical wellbeing;
- Maintaining contact with former students through the St Augustine's Old Boy Association (SAOBA) and College Foundation;
- Seeking donations and marketing for the College; and
- Satisfying the College's legal obligations and allow the College to discharge its duty of care.

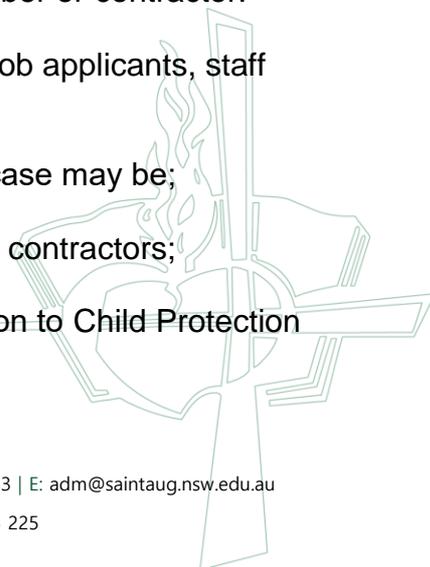
In cases where the College requests personal information about a student or parent, and the information requested is not provided, the College may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

On occasion, information such as academic and sporting achievements, student activities or similar news is published in the College newsletters, magazines and on our website. This may include photographs and videos of student activities such as sporting events, College camps, excursions and may be used for College marketing purposes. Parents who do not want their son to be photographed or videoed (or other identifying material) in our promotional material should contact the Head of Strategy and Compliance.

**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.

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

- Administering the individual's employment or contract, as the case may be;
- Insurance purposes;
- Providing a range of tools and services to staff, volunteers and contractors;
- Seeking donations and marketing for the College; and
- Satisfying the College's legal obligations, for example, in relation to Child Protection legislation.



**Volunteers:** The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as the St Augustine's Old Boys' Association (SAOBA) and the P&F Association to enable the College and volunteers to work together.

**Marketing and fundraising:** The College treats marketing and the seeking of 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 communication and fundraising, for example, the College Foundation, P&F Association or Alumni organisation.

The College retains limited personal information about past students and staff in the College archives, which may be used for the purposes described above and historical purposes, including future reference, study or exhibition.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. School publications, such as printed and online newsletters and magazines, which include personal information, may be used for marketing purposes.

## **WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO AND STORE PERSONAL INFORMATION WITH?**

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

- Another school;
- Government departments;
- Medical practitioners;
- Providers of specialist educational, support and health services to the College, including visiting teachers, counsellors, sports coaches, uniform shop, and school photographers;
- Providers of education and information services such as eBook suppliers and technology providers;
- Assessment and educational authorities;
- Businesses providing administrative and financial services to the College;
- Recipients of printed and online School publications, such as newsletters and magazines;
- Parents / guardians of a student;
- Anyone authorised by the College to disclose information to; and
- Anyone to whom we are required to disclose the information to by law and/or the College's affiliated memberships (e.g. CEC, CCER, AISNSW).

Except as outlined above, the College will not disclose unpublished personal information about a living past student or past staff member without that person's consent.

**Sending and storing information overseas:** The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or enrolment. 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. 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 a server which may be situated outside Australia.

## **HOW DOES THE COLLEGE TREAT SENSITIVE INFORMATION?**

In referring to 'sensitive information', the 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 information and biometric 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **MANAGEMENT AND SECURITY OF PERSONAL INFORMATION**

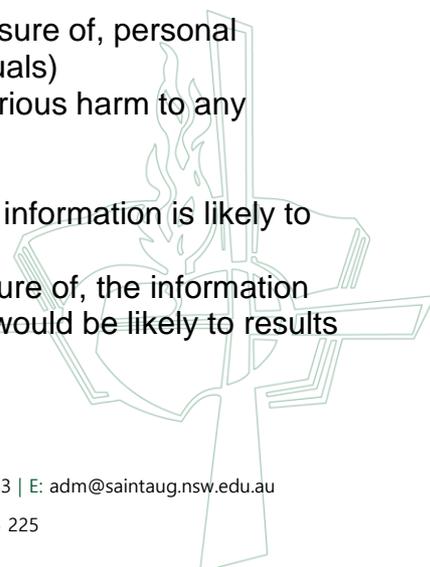
College staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information the College holds from misuse, 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.

## **DATA BREACHES**

It will be deemed that an 'eligible data breach' has occurred if:

- there has been unauthorised access to, or unauthorised disclosure of, personal information about one or more individuals (the affected individuals)
- a reasonable person would conclude there is a likelihood of serious harm to any affected individuals as a result
- the information is lost in circumstances where:
  - unauthorised access to, or unauthorised disclosure of, the information is likely to occur
  - assuming unauthorised access to, or unauthorised disclosure of, the information was to occur, a reasonable person would conclude that it would be likely to result in serious harm to the affected individuals.



Serious harm may include serious physical, psychological, emotional, economic and financial harm, as well as serious harm to reputation.

If the College suspects that an eligible data breach has occurred, it will carry out a reasonable and expedient assessment/investigation within 30 days.

If such an assessment/investigation indicates there are reasonable grounds to believe an eligible data breach has occurred, then the College will be required to lodge a statement to the Privacy Commissioner (Commissioner). Where practical to do so, the College will also notify the affected individuals. If it is not practicable to notify the affected individuals, the College will publish a copy of the statement on its website, or publicise it in another manner.

An exception to the requirement to notify will exist if there is a data breach and immediate remedial action is taken, and as a result of that action:

- there is no authorised access to, or unauthorised disclosure of, the information
- there is no serious harm to affected individuals, and as a result of the remedial action, a reasonable person would conclude the breach is not likely to result in serious harm.

## **ACCESS AND CORRECTION OF PERSONAL INFORMATION**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information that 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, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

If a parent or guardian makes a request to access or update any personal information the College holds, please contact the College Registrar in writing. The College may require verification of identity and specification of information requested. If the information sought is extensive, the College may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. In those circumstances the College will advise the likely cost in advance. If we cannot provide access to information, written notice explaining the reasons for refusal will be provided.

## **CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS**

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



As mentioned above, parents may seek access to personal information held by the College about them or their child by contacting the Principal. 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, at 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. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

## **ENQUIRIES AND COMPLAINTS**

If further information regarding the College's management of personal information or it is believed the College has breached the Australian Privacy Principles, please contact the Head of Strategy and Compliance. The College will investigate any complaint and will notify the complainant as soon as is practicable of the decision.

