Mt St Michael’s College (‘the College’) is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). 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 school environment.

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

This policy outlines how the College will manage personal information provided to or collected by it.

This policy applies to all members of the College community.

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 personal information. Examples of personal information the College may collect include:

- Students: full name, date of birth (birth certificate) and previous school reports.
- Parents: full name, marital status and contact details.
- Job applicants, staff members, volunteers and contractors: full name, education details, employment history, tax file number and contact details.
- College Board Directors and Committee members: full name and contact details.
- Other people who come in contact with the College: full name and contact details.

The type of information the College collects and holds may also include personal information that is sensitive information. Examples of sensitive information the College may collect include:

- Students: ethnic origin, religious affiliation, disability and medical information.
- Parents: ethnic origin and religious affiliation.
- Job applicants, staff members, volunteers and contractors: religious affiliation, disability and medical information.
- College Board Directors and Committee members: religious affiliation.

In referring to ‘sensitive information’, the College means: information about a person’s racial or ethnic origin, political opinions, religious beliefs or affiliations, trade union or other professional or trade association membership, membership of a political association, sexual orientation or criminal record, that is also personal information; and health information about an individual.

Personal Information you provide
The College will generally collect personal information about an individual by way of forms filled out by parents or students, face-to-face meetings, interviews, emails and telephone calls. On occasions people other than parents and students provide personal information.

The College does not collect personal information via our website or use cookies, web tracking or other devices to store your 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. The College will only collect sensitive information from a third party if it would be unreasonable or impracticable to collect the information from you.

**Exception in relation to employee records**

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 you provide?**

The College will use such personal information provided by you or which it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose (or in the case of sensitive information, if directly related to the primary purpose) of collection and where use of the personal or sensitive information for that secondary purpose is reasonably expected by you, or to which you have 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 schooling for 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 schooling, through correspondence, newsletters and magazines;
- Day-to-day administration of the College;
- Looking after student’s educational, social and medical well-being;
- Seeking donations and volunteers, 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 or permit the student to take part in a particular activity.

**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 include:

- In administering the individual’s employment or contract, as the case may be;
- For insurance purposes;
- Seeking donations and marketing for the College; and
- To satisfy 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 those of the Parents and Friends Association or the Past Pupils Association, to enable the College and the volunteers to work together.

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 be a quality learning environment in which both students 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 Foundation, Parents and Friends Association or Past Students Association.

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 also be used for marketing purposes.

You can opt of receiving marketing information from the College by contacting the College Business Manager.

Who might the College disclose personal information to?
The College may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Medical practitioners;
- People providing services to the College, including specialist visiting teachers and sports coaches;
- Recipients of College publications, like newsletters and magazines;
- Parents;
- Anyone you authorise the College to disclose information to.
- Anyone to whom the College is required to disclose the information to by law.

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 information overseas
The College may disclose personal information about an individual to overseas recipients, to facilitate a school 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

Outstanding Payments
In some circumstances, we may need to refer overdue debts to debt collectors or solicitors. If we do this, we will only give access to the personal information required to handle the debt.

How does the College treat sensitive information?
Sensitive information will be used and disclosed only for the purpose for which it was provided or collected or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is required by law.
Management and security of personal information

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

The College stores personal information in a combination of computer storage facilities, paper-based files and other records. In doing so, the College uses all reasonable efforts to ensure any personal information the College holds is protected from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

You have the right to check what personal information the College holds about you

Under the Australian Privacy Principles, 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. Students will generally have access to their personal information through their parents, but older students (i.e. Year 11 & Year 12) may seek access themselves.

To make a request to access 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. Depending on the extent of the 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 the College cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

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

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 students’ 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 College Business Manager, whose contact details appear below under the heading “Enquiries”. However, there will 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.
COMPLAINTS

If you wish to make a complaint about the College's collection, use or disclosure of your personal information under this Privacy Policy please contact the College's Business Manager, whose contact details appear below under the heading “Enquiries”.

The College will respond to all complaints within 30 days of receiving the complaint. The College’s response will confirm whether there has been a breach of the Australian Privacy Principles by the College. If there has been a breach, the response will provide detailed information on what action the College has taken to rectify the breach.

If you believe the College’s response is unsatisfactory, or if the College fails to respond within 30 days of receipt of the complaint, a request to review the complaint can be made.

If you remain unsatisfied you may lodge a further complaint with the Office of the Australian Information Commissioner at www.oaic.gov.au.

OBLIGATIONS

The College has an obligation under the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Protection) Act 2012, to follow and adhere to these principles in the collection, storage and use of information it obtains.

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.

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

Email: admin@msm.qld.edu.au Phone: 07 3858 4222

REVIEW

This policy will be reviewed every three (3) years or as necessitated by legislation.

Adopted and Approved August 2008.
Revised March 2014.
STANDARD COLLECTION NOTICE

- The College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter and to enable College staff to maximise your daughter’s participation in all the activities of the College, both curricular and co-curricular. The personal information may also be used for the following secondary purposes (related to the primary purpose):
  - Administrative and other Educational Purposes: the College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, statutory authorities, the Roman Catholic Archdiocese of Brisbane, Brisbane Catholic Education, the Queensland Catholic Education Commission, medical practitioners, and people providing services to the College, including visiting specialist teachers, coaches, volunteers and counsellors.
  - Fundraising Purposes: the College, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you for a contribution of time or money. It may be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
  - College Directory: We may include students and students’ parents contact details in a class list and College directory.
  - Legal Obligations: Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

- If you do not provide the personal information requested, the College may be unable to provide schooling for your daughter.

- Laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.

- Health information about students is sensitive information within the terms of the Australian Privacy Principles. We ask you to provide medical reports about students from time to time.

- Personal information collected from students is regularly disclosed to their parents or guardians.

- The College’s Privacy Policy set outs how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the student, or where students have provided information in confidence.

- The College’s Privacy Policy also set outs how you may complain about a breach of privacy and how the College will deal with such a complaint.

- On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletter, magazines and on our website. This information may be accompanied by photographs of students participating in sporting events, school camps and school excursions. The College will obtain separate permissions from the student’s parents or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.
• If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

*Required by the Privacy Act 1988*

**EMPLOYMENT COLLECTION NOTICE**

• In applying for this position you will be providing Mt St Michael’s College with personal information. We can be contacted on: PO Box 208, 67 Elimatta Drive ASHGROVE QLD 4060, admin@msm.qld.edu.au, 07 3858 4222

• The primary purpose of collecting this information is to enable the College to consider your application for employment.

• If you do not provide the personal information requested, the College may be unable to consider your application for employment.

• If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if you application is unsuccessful in case another position becomes available.

• The College’s Privacy Policy contains details of how you may complain about a breach of Australian Privacy Principles (APP’s) or how you may seek access to personal information collected about you. However, there may be occasion when access is denied. Such occasion would include where access would have an unreasonable impact of the privacy of others.

• We will not disclose this information to a third party without your consent.

• We are required to collect information regarding whether you are or have been subject to an Apprehended Violence Order and certain criminal offenses under Child Protection law. We may also collect personal information about you in accordance with these laws.

• If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

*Required by the Privacy Act 1988*

**CONTRACTOR/VOLUNTEER COLLECTION NOTICE**

• In applying for to provide services to the College, you will be providing Mt St Michael’s College with personal information. We can be contacted on: PO Box 208, 67 Elimatta Drive ASHGROVE QLD 4060, admin@msm.qld.edu.au, 07 3858 4222

• The primary purpose of collecting this information is to enable the College to consider engaging you as a contractor or volunteer.

• If you do not provide the personal information requested, the College may be unable to consider engaging you as a contractor or volunteer.
• If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may also make notes and prepare a confidential report in respect of your application.

• The College’s Privacy Policy contains details of how you may complain about a breach of Australian Privacy Principles (APP’s) or how you may seek access to personal information collected about you. However, there may be occasion when access is denied. Such occasion would include where access would have an unreasonable impact of the privacy of others.

• We will not disclose this information to a third party without your consent.

• We are required to collect information regarding whether you are or have been subject to an Apprehended Violence Order and certain criminal offenses under Child Protection law. We may also collect personal information about you in accordance with these laws.

• If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

Required by the Privacy Act 1988