

INFORMATION COLLECTION AND PRIVACY

Information Collection Notice

1. The college collects personal information, including sensitive information, about pupils and parents or guardians ('parents') before and during the course of a pupil's enrolment at the school. 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 to the pupil and to enable them to take part in all the activities of the college.
2. 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.
3. Laws governing or related to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts, and public health and child protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. The college collects health information about pupils and parents, including information regarding medical history, nutritional information, medical reports, disabilities, allergies and immunisation records. The college treats all of this information as highly confidential. Parents are asked to assist by providing any information they consider important to the college in exercising its duty of care, even if the college does not specifically ask for that information.
5. The college from time to time discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a pupil to another school. This includes information given to other schools, government departments, medical practitioners, and people providing services to the college, including specialist visiting teachers, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The college may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The Bishop Druit College privacy policy sets out how parents or pupils 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 pupil; or where pupils have provided information in confidence.
9. The Bishop Druit College privacy policy also sets out how you may complain about a breach of policy and how the college will deal with such a complaint.
10. As you may know, from time to time the college engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also 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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in college newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in college newsletters, magazines and the college website. The college will obtain separate permissions from the pupil's parent prior to publication if we would like to include photographs or other identifying material in any other promotional material.
12. We may seek permission to include pupil's and pupils' parents' contact details in a class list.

13. 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 the information if they wish; and that the college does not usually disclose this information to third parties.

Adopted March 2014

Privacy Statement

The Bishop Druit College Privacy Policy sets out how the college manages personal information provided to or collected by it.

The college is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 and Privacy Amendment (Enhancing Privacy Protection) Act 2012. In relation to health records, the college is bound by the New South Wales Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (NSW).

The college may, from time to time, review and update this privacy policy to take account of new laws and technology, changes to the college's operations and practices, and to make sure it remains appropriate to the changing school environment.

What kinds 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, about:

1. Pupils and parents and/or guardians ('parents') before, during and after the course of a pupil's enrolment at the college.
2. Job applicants, staff members, volunteers and contractors.
3. Other people who come into contact with the college.

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

Exception in relation to employee records: Under the Commonwealth Privacy Act, the Privacy Amendment (Enhancing Privacy Protection) Act and the Health Records and Information Privacy Act (NSW) the Australian Privacy Principles and New South Wales Health 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 that you provide?: The college will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and are reasonably expected by you, or to which you have consented.

Pupils and parents: In relation to personal information of pupils and parents, the college's primary purpose of collection is to enable the college to provide schooling for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs of the school throughout the whole period the pupil is enrolled at the college.

The purposes for which the college uses personal information of pupils and parents include:

1. To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines.
2. Day-to-day administration of the college.
3. Looking after pupils' educational, social and medical wellbeing.
4. Seeking donations and marketing for the college.
5. 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 pupil or parent, if the information requested is not provided the college may not be able to enrol or continue the enrolment of the pupil or permit the pupil 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 the personal information of job applicants, staff members and contractors include:

1. In administering the individual's employment or contract, as the case may be.
2. For insurance purposes.
3. Seeking donations and marketing for the college.
4. 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 who conduct associated activities, such as alumni associations, to enable the college and the volunteers to work together.

Overseas Students: Information is collected during your enrolment in order to meet the college's obligations under the Education Services for Overseas Students (ESOS) Act 2000 (Amended 2010) and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. This is to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally.

The authority to collect this information is contained in the Education Services for Overseas Students (ESOS) Act 2000 (Amended 2010), the Education Services for Overseas Students (ESOS) Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Information collected about you during enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information collected during enrolment can be disclosed without your consent where authorised or required by law.

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 pupils 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's foundation or alumni organisation or, on occasions, external fundraising organisations.

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 be used for marketing purposes.

Who might the college disclose personal information to and store an individual's information with?: The college may disclose personal information, including sensitive information, held about an individual to:

1. Another school.
2. Government departments or medical practitioners.
3. People providing services to the college, including specialist visiting teachers, counsellors and sports coaches.
4. Recipients of college publications like newsletters and magazines.
5. Parents and anyone you authorise the College to disclose information to.
6. Anyone to whom we are required to disclose the information to by law.

Sending and storing information overseas: The college may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the college will not send personal information about an individual outside Australia without:

1. Obtaining the consent of the individual (in some cases this consent will be implied). Or,
2. Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The college may also store personal information in the 'cloud' which may mean that it resides on servers which are 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; criminal record, that is also personal information; health information; and biometric information. 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.

Management and security of personal information: The college's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals. The college has in place steps to protect the personal information that the college holds from misuse, interference, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password protected access to computerised records.

Access to and correction of personal information: Under the Commonwealth Privacy Act, the Privacy Amendment (Enhancing Privacy Protection) Act and the Health Records and Information Privacy Act (NSW) 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. Pupils will generally be able to access and update their personal information through their parents, but older pupils 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 update any personal information that the college holds about you or your child, please contact the Principal in writing. 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 pupils: 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 pupil to the pupil's parents. The college will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil. 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 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 pupil.

The college may, at its discretion, on the request of a pupil grant that pupil access to information about them held by the college, or allow a pupil 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 pupil and/or the pupil's personal circumstances so warranted.

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 the college has breached the Australian Privacy Principles please contact the Principal. The college will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

Adopted March 2014