



PRIVACY POLICY

PREAMBLE

Kilbreda College recognises the importance of protecting personal privacy and has developed this Privacy Policy in accordance with the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records Kilbreda is also bound by the Victorian Health Records and Information Privacy Act 2001. This policy outlines Kilbreda College's policy on how it uses and manages personal information provided to or collected by it. Where information is held in relation to a person under 18 years of age the collection, access and management of that data might reasonably be considered to be under the consent/authority of their parent or guardian.

Kilbreda College may from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing College environment.

INTERNET PRIVACY POLICY – as printed on Website

This website is owned and operated by Kilbreda College. By using this site, you agree to the Privacy Policy of this website ("the website"), which is set out on this website page. The Privacy Policy relates to the collection and use of personal information you may supply to us through your conduct on the website.

This Internet Privacy Policy is in addition to any other terms and conditions applicable to the website. We do not make any representations about third party websites that may be linked to the website.

We recognise the importance of protecting the privacy of information collected about visitors to our website, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the website, will be dealt with.

INFORMATION COLLECTED

When you look at this website, we use a cookie that collects anonymous traffic data to make a record of your visit and logs the following information for statistical purposes:

- Your server address
- Your top level domain name (for example .com,.gov,.au., uk, etc)
- The date and time of your visit to the site
- The pages you accessed and documents downloaded
- The previous site you visited
- The type of browser and computer setting you are using
- Your location
- How you found our website

The purpose of collecting this information is solely for internal enrolment and promotional data analysis.

LINKS TO OTHER SITES

We provide links to websites external to our website, as well as to third party websites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that website and its privacy statement.

PRIVACY POLICY

WHAT KIND OF PERSONAL INFORMATION DOES THE COLLEGE COLLECT AND HOW DOES THE COLLEGE COLLECT IT?

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

- students and parents and/or guardians ('**Parents**') before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors;
- and other people who come into 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 or students, face-to-face meetings and interviews, 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.

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 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 reasonably expected, 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 daughter's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.
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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.

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 funds and marketing for the College;
- to satisfy the College's legal obligations, for example, in relation to daughter protection legislation.

Volunteers: The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as Past Students' Associations, College committees etc, to enable the College and the volunteers to work together.

Marketing and fundraising: If the College seeks donations for its future growth and development, then personal information held by the College may be disclosed to an organisation that assists in the College's fundraising.

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?

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

- another Educational Institution;
- Governance authorities;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers;
- recipients of College publications, like newsletters and magazines;
- and anyone the College is authorised to disclose information to by law.

Sending information overseas: 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.

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, sexual preferences or criminal record, that is also personal information; and health 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 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 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, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

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 General Office.

The Australian Privacy Principles require the College not to store personal information longer than necessary.

YOU MAY SEEK ACCESS TO THE PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT YOU

Under the Commonwealth Privacy Act, an individual may seek access to personal information which the College holds about you. There are some exceptions to this set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the College holds about you or your daughter, please contact the College in writing.

The College may require you to verify your identity and specify what information you require. 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 right to make decisions concerning their daughter'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. Parents may seek access to personal information held by the College about them or their daughter by contacting the General Office. 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.

ENQUIRIES

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 Principal's Personal Assistant. The College will investigate any

complaint according to its Complaint's Procedures and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

OTHER RELATED POLICIES/DOCUMENTS

- National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual
- Privacy Act 1988 and Privacy Amendment Act 2012
- Health Records Act 2001

POLICY DETAILS

Date of Ratification: July 2014

Stewardship Council Approval: August 2014

Authorship: Policy Committee

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