



Mercedes College

PRIVACY POLICY

Drafted in accordance with the *Privacy Amendment (Private Sector) Act 2000*

1 YOUR PRIVACY IS IMPORTANT

- 1.1 This statement outlines the policy on how Mercedes College uses and manages personal information provided to or collected by the College.
- 1.2 The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- 1.3 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 and the Catholic Education Office's (CEO) operations and practices, and to ensure it remains appropriate to the ever-changing school environment.

2 WHAT KIND OF PERSONAL INFORMATION DOES MERCEDES COLLEGE COLLECT AND HOW DO WE COLLECT IT?

- 2.1 The type of information the College collects and holds includes personal information, including sensitive information, about:
 - Students and parents/guardians before, during and after the course of a student's enrolment at the College
 - Job applicants, staff members, volunteers and contractors
 - Other people who come into contact with the College
- 2.2 *Personal information provided by parents/guardians as well as students:* 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.
- 2.3 *Personal information provided by other people:* In some circumstances, the College may be provided with personal information about an individual from a third party, eg a medical report or reference from another school.
- 2.4 *Exception in relation to employee records:* Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, the Mercedes College 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 the employee.

3 HOW DOES THE COLLEGE USE THE PERSONAL INFORMATION PROVIDED TO IT BY PARENTS/GUARDIANS, STUDENTS AND OTHERS?

- 3.1 The College collects personal information, including sensitive information, for the primary purpose of enabling it to provide proper schooling for its students, and for such secondary purposes that are related to this primary purpose or to which you have consented.
- 3.2 The purposes for which the College uses personal information of students and parents include:

- keeping parents informed about matters related to their child's schooling, through correspondence, weekly newsletters, the College Annual
 - general day-to-day administration of the College
 - caring for students' educational, social, spiritual and medical well-being
 - marketing, seeking donations for the College
 - satisfying the CEO's and the College's legal obligations and allowing it to discharge its duty of care
- 3.3 Where personal information is requested by the College but not obtained, the College may not therefore be in a position to enrol a student or continue the enrolment of a student.
- 3.4 *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 engage the applicant, staff member or contractor, as the case may be.
- 3.5 The purpose 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
 - seeking funds and marketing for the College
 - satisfying the College's legal obligations, for example, in relation to child protection legislation
- 3.6 *Volunteers:* The College also obtains personal information about volunteers who assist it in its functions and in relation to associated activities such as the Ex-students Association, Parents and Friends Association, Friends of Music, all of whom contribute to enable the College and such volunteers to work together.
- 3.7 *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 community continues to be a quality teaching and 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 eg Parents and Friends Association, Ex-students Association, etc.
- 3.8 Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. College publications such as the weekly newsletter and College Annual which can include personal information, may be used for marketing purposes.

4. TO WHOM MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION?

- 4.1 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 (eg instrumental music tutors) and sports coaches
 - recipients of College publications such as newsletters and the Annual.
 - parents
 - anyone who has received authorisation to have such information disclosed to them
- 4.2 The College will not send personal information about an individual outside Australia without:
- first obtaining the consent of the individual
 - otherwise complying with the National Privacy Principles.

5 HOW DOES THE COLLEGE TREAT SENSITIVE INFORMATION?

5.1 Sensitive information refers to information relating to a person's:

- Racial or ethnic origin
- Political opinions
- Religion
- Trade union or other professional or trade association membership
- Sexual preferences
- Criminal record
- Health

5.2 Sensitive information will be used and disclosed only for the purposes 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.

6 MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

6.1 The staff at Mercedes respects the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

6.2 *Computerised records:* access to computerised records is restricted through the use of password entry and levels of access.

6.3 *Files:* student files are housed in vertical filing cabinets in the main office. Files are secured at all times other than during normal office hours.

6.4 Internal modifications may not be made to personal information held either in computerised records or in the vertical file unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

7 UPDATING PERSONAL INFORMATION

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

7.2 At any time personal information held by the school may be updated by the person who provided that information. This is done directly and in writing through the Principal's Personal Assistant.

7.3 All personal information is deleted from the College database when that information is no longer necessary. Information will be kept until such time as a former student would have reached the age of twenty-five years. As a general rule, the seven-year statutory limit applies.

8 YOU HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT YOU

8.1 Under the Commonwealth Privacy Act, any person – staff, contractor, student, parent/guardian – has the right to obtain access to any personal information, which the College or the CEO holds, about them and to advise the College or the CEO of any perceived inaccuracy.

8.2 Students have access to any information the College holds about them through their parents/guardians. Older students (16yrs or above) may access the information themselves (ref 9.4 below).

8.3 Requests for access to all personal information held by the College is to be made in writing to the Principal. The College reserves the right to charge a fee for retrieval of such information if this involves more than standard procedure. Such a fee would cover the cost of locating, retrieving, reviewing, verifying and copying of any material requested.

9 CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

- 9.1 Mercedes College respects every parents'/guardians' right to make decisions concerning their child's education.
- 9.2 As a general rule, the College will refer any requests for consent and notices in relation to the personal information of a student to that student's parent/guardian. The College will treat consent given by parents/guardians as consent given on behalf of the student, and notice to parents/guardians will act as notice given to the student.
- 9.3 Parents/Guardians 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 to such information will be denied. Such occasions would include where release of information would have an unreasonable impact on the privacy of others or where the release of may result in a breach of the College's duty of care to the student.
- 9.4 On the request of a student, the College may, in exceptional circumstances and at the discretion of the Principal, grant that student access to information held by the College about them independent of their parents/guardians. This would be done only after the College had assessed the relative maturity of the student herself and/or the student's personal circumstances so warranted.

10 ENQUIRIES

- 10.1 The Principal should be contacted directly should there be any queries about the way in which personal information it holds is managed.



APPENDIX 1 - PRIVACY ACT COMPLIANCE

Standard Disclosure

1. Mercedes College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter. For secondary purposes, part of this collection process involves obtaining information about parents' occupations and the number, gender and present school of siblings. It is also helpful to know the names of other family members who have attended Mercedes College.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools, including Public Health and Child Protection laws, require that certain information is collected.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the College newsletters, annuals and on our website. Should this information include a photograph of the student, the photograph will not be displayed on the website unless the parents have provided written consent.
8. Parents may seek access to personal information collected about them and their daughter by contacting the College. Pupils may also seek access to personal information 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. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. 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.



Mercedes College

APPENDIX 2 - PRIVACY ACT COMPLIANCE

Employment Collection Notice

1. In applying for this position you will be providing Mercedes College with personal information. We can be contacted at:
Victoria Square
PERTH WA 6000
Tel: (08) 9323 1323
Fax: (08) 9323 1333
mc@mercedes.wa.edu.au
www.mercedes.wa.edu.au
2. 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.
3. You agree that we may store this information for twelve months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for this position. 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.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check to determine whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
7. If you provide us with the personal information of others, 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, that the College does not usually disclose the information to third parties and that we may store their information for twelve months.



Mercedes College

APPENDIX 3 - PRIVACY ACT COMPLIANCE

Alumnae Collection Notice

1. The Mercedes College Ex-Students' Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Mercedes College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of the Mercedes College Ex-Students' Association.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Mercedes College to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. The Mercedes College Ex-Students' Association may publish details about you in *The Link* and on the College's website. If you do not agree to this you must advise us now.
5. You may seek access to personal information collected about you by contacting us care of the College.
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.



Mercedes College

APPENDIX 4 - PRIVACY ACT COMPLIANCE

Contractor / Volunteer Collection Notice

1. In applying to provide your services you will be providing Mercedes College with personal information. We can be contacted at:
Victoria Square
PERTH WA 6000
Tel: (08) 9323 1323
Fax: (08) 9323 1333
mc@mercedes.wa.edu.au
www.mercedes.wa.edu.au
2. 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. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for twelve months.
4. Access to this information may be available to you if you ask the College for it.
5. We will not disclose this information to a third party without your consent.
6. We are required to conduct a criminal record check to determine whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information 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.