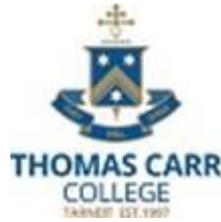




Thomas Carr College

PRIVACY POLICY

Date of approval: May 2014
Date of review: May 2017
To be reviewed by: College Executive
To be ratified by: College Board



PRIVACY POLICY

Rationale

Thomas Carr College is committed to complying with the privacy laws by ensuring the privacy of your personal information. This policy explains how the College will manage your personal information in compliance with the privacy laws.

Policy Guidelines

1. Collection of personal information

The College collects and holds personal information that is reasonably necessary for, or directly related to, the operation of its school and for the purpose of providing educational services to its students.

The College will collect personal information from:

- Prospective students, current students and their parents/guardians
- Staff members, job applicants, volunteers and independent contractors
- Other persons with whom the College may have dealings.

The kinds of personal information the College collects and holds includes:

- Names, date of birth, identity documents, photographs, health information and sensitive information
- Contact details and addresses
- employment history, qualifications, police record, references

The College collects personal information in the following ways:

- from parents/guardians through the enrolment process, face-to-face meetings, over the telephone and during the school year by way of forms filled out by parents/guardians or students
- from students during the course of their enrolment at the College
- from third persons such as medical practitioners and health advisers
- from prospective employees through the recruitment process, at interviews, from past employers and referees
- from volunteers and contractors through our engagement processes.

We may also collect personal information about you, including sensitive information, if the information is required or authorised by or under an Australian law. If we do collect your personal information in these circumstances we will notify you of that fact (and of the name of the Australian law that requires or authorises the collection of the information).

2. Purpose of collecting, holding, using and disclosing personal information

The College will not collect personal information about an individual unless it is reasonably necessary for its functions and activities. The College will not collect sensitive information about you unless you consent and the information is necessary for, or directly related to, the functions and activities of the College.

In the case of students and parents, the purpose for collecting, holding, using and disclosing personal information include:

- enable the student's application for enrolment to be properly assessed
- keep parents informed about matters related to their child's schooling
- assist with the administration of the College's operations
- look after the education, safety, care and wellbeing of the student
- seek donations and fundraising assistance for the College
- satisfy the College's legal obligations as an educational institution and to discharge its duty of care to its students
- to inform the Thomas Carr College Old Collegians and parent associations of contact details for members and parents.

In the case of job applicants, volunteers and contractors, the purpose for collecting, holding, using and disclosing personal information include:

- to assess and, if successful, engage the person at the College
- to assist with the administration of the College's operations
- to satisfy the College's legal obligations as an educational institution and to discharge its duty of care to its students.

If a parent/guardian or student does not provide the College with the information it seeks then it may not be able to enrol or continue the enrolment of the student or be able to provide necessary services to the student during their education at the College.

If a job applicant, volunteer or contractor does not provide the College with the personal information it seeks then the College may not be able to engage or continue to engage the person at the College.

In the conduct of its operations, the College may need to disclose the personal information it holds to:

- Relevant government departments, agencies or authorities
- Diocesan and Parish authorities
- Parents
- Recipients of the College's publications like newsletters and magazines
- Other schools with whom the College interacts
- Medical practitioners and other providers of health or wellbeing services
- Insurance companies
- Persons that provide services to the College including visiting teachers and specialist visitors, sports coaches, camp and excursion providers
- Thomas Carr College Old Collegians and parent associations.

The College may also publish information such as academic and sporting achievements, student activities and other news in College publications, website and newsletters.

The College is likely to disclose personal information to overseas recipients only if it is directly relevant to an educational program being conducted by the College and only with the written consent of the individual concerned. In some cases this consent may be implied. It is not practicable to specify in this policy the countries in which such recipients are likely to be located.

3. Personal information about students

The College will generally collect information about students from their parents/guardians. However, there may be occasions when the College may also collect personal information about students directly from them.

The College will usually disclose information about its students to their parents/guardians. However, there may be occasions when it is appropriate that access and disclosure of such information to parents should be lawfully denied. Also, the College may at its discretion provide a student access to information held about them or allow a student to give or withhold consent to the use or disclosure of their personal information.

4. Access to personal information

You may request access to the information the College holds about you and the College will respond to your request within a reasonable time.

You may also ask for your personal information to be corrected if it is inaccurate.

If you are a job applicant, and your application was unsuccessful, the information the College holds about you will be destroyed unless the College requests and you consent to the information being held for future positions that may arise.

The College will take reasonable steps to ensure that all personal information held by it is up-to-date, complete, relevant, not misleading and accurate.

In some circumstances, it may be lawful for the College to refuse you access to the personal information it holds about you.

To request access or correct to your personal information please contact:

The Privacy Officer
Thomas Carr College
35 Thomas Carr Drive
Tarneit Vic 3029

Telephone – (03) 8734 2444
Fax – (03) 9748 4388

Email – privacyofficer@thomascarr.vic.edu.au

Please note that this policy does not apply to the records of job applicants who become an employee of the College.

5. Security and quality of your personal information

The College will take reasonable steps to protect the personal information it holds from misuse, interference and loss and from unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to electronic records. Further, the College staff are required to respect the confidentiality of personal information held by the College.

The College will also take reasonable steps to ensure that the personal information it collects, uses or discloses is accurate, up to date, complete and relevant.

6. Notification of collection of personal information

You are notified by this Privacy Policy of the collection of your personal information by:
Thomas Carr College
35 Thomas Carr Drive
Tarneit Vic 3029

7. Complaints

You may make a complaint if you consider that the College has interfered with your privacy because of an alleged breach of the privacy principles under the privacy laws.

The procedure for a complaint is:

- (a) A written complaint must be forwarded to the Privacy Officer and must specify details of the alleged breach.
- (b) The Privacy Officer will consider your complaint and make a determination within 45 days. You will be advised of the determination in writing.

- (c) If the Privacy Officer determines that there has been a breach of the privacy principles, he or she will advise the relevant persons at the College in writing of any action required in order to remedy the breach. If the breach is not remedied within 30 days the Privacy Officer must inform the Principal of the College.
- (d) The Privacy Officer will keep a record of all complaints and determinations together with a record of the action taken to remedy any breach.

8. Definitions

Health information

Health information includes:

- Information or an opinion, that is also personal information, about:
 - The health or a disability (at any time) of an individual
 - An individual's expressed wishes about the future provision of health services to him or her, or
 - A health service provided, or to be provided, to an individual, or
- Other personal information collected to provide, or in providing, a health service.

Sensitive information

Sensitive information is a subset of personal information and includes:

- Information or opinion, that is also personal information, 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 preferences or practices, or
 - Criminal record.
- Health information about an individual.

REPORTING & REVIEW

This policy will be the responsibility of the Privacy Officer to administer and maintain in accordance with the requirements above and relevant legislation. The policy will be reviewed by the Privacy Officer every three years (or as legislation changes) with recommended changes to be presented to the College Executive and College Board.