PRIVACY POLICY

St. Francis Xavier College
Ratified by Board of Management
December 2001
Amended March 2002
Reviewed July 2007
Amended October 2007
Ratified by College Board, December, 2007
Amended November 2010
Ratified November 2010
VISION

St. Francis Xavier College is a catholic community that is educative and supportive. We have a clear purpose: the development of a person of competence, conscience and compassion formed in the Christian tradition; one who is guided by a sense of hope and self-belief and who will be of service in the world. We recognise God’s presence in our lives by celebrating and pursuing personal excellence and by living courageously with optimism and respect for all."

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

1. COLLECTION OF PERSONAL INFORMATION

The type of information St. Francis Xavier College collects and holds includes (but is not limited to) personal information, including sensitive information, about:
- students and parents and/or guardians 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 collected:** St. Francis Xavier College will generally collect personal information 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 College.

**Exception in relation to employee records:** Under the Privacy Act the National 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.

2. USE OF THE PERSONAL INFORMATION

St. Francis Xavier College will use personal information it collects from people 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 people 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 students. This includes satisfying both the needs of Parent/Guardians 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 Parent/Guardians include:
- to keep Parent/Guardians informed about matters related to their child’s schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students’ educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy the College’s legal obligations and allow the discharge of its duty of care.
In some cases where the College requests personal information about a student or Parent/Guardian, 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 child protection legislation.

**Volunteers:** The College also obtains personal information about volunteers who assist it in its functions or conduct of associated activities 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 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 fundraising, for example, the Parents and Friends or alumni organisation.

Parent/Guardians, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications which include personal information, may be used for marketing purposes.

### 3. DISCLOSURE OF PERSONAL INFORMATION

St. Francis Xavier College may disclose personal information, including sensitive information, held about an individual to:

- another College;
- government departments;
- your local parish;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines; and
- Parent/Guardians.

**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 National Privacy Principles.
4. TREATMENT OF SENSITIVE INFORMATION

In referring to 'sensitive information', St. Francis Xavier 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 individuals agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

5. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

St. Francis Xavier College staff are required to respect the confidentiality of students' and Parent/Guardians' personal information and the privacy of individuals.

Student information is kept on a secure database and paper information in a central student file. All archival information is securely stored for a specified period. All information is restricted to select delegates of the Principal.

St. Francis Xavier 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 passworded access rights to computerised records.

6. UPDATING PERSONAL INFORMATION

St. Francis Xavier 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 Principal's Secretary of the College at any time.

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

7. THE RIGHT TO ACCESS PERSONAL INFORMATION

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

To make a request to access any information the College holds about individuals, please contact the College Principal in writing.

The College may require individuals to verify their identity and specify what information they require. (The College may charge a fee for access and will advise the likely cost in advance.)

8. CONSENT ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

St. Francis Xavier College respects every Parent/Guardian'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 student's Parent/Guardians. The College will treat consent given by Parent/Guardians as consent given on behalf of the student, and notice to Parent/Guardians will act as notice given to the student.

Parent/Guardians may seek access to personal information held by the College about them or their child by contacting the College 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 student.

The College may, at its discretion, on the request of a student grant that student access to information held about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parent/Guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

ENQUIRIES

If individuals would like further information about the way St. Francis Xavier College manages the personal information it holds, please contact the College Principal.