



PRIVACY POLICY

Inspired by the one Spirit of God, Christians and those of other Faiths, we are united around a common set of life-giving values that are fundamental to our vision and practice of education: respect for the dignity of each human person, honesty, justice, solidarity, peace and a sense of the Transcendent
(In the Footsteps of Marcellin Champagnat)

Rationale

Newman College requires information about students, their families and staff in order to provide for the primary purpose of supporting the education of our students.

Newman College is committed to upholding and prioritising the dignity of the individual in the manner in which it handles information relating to its students, families and staff.

Associated Documents for Reference

- I. Privacy Act 1988 (Cth)
- II. School Education Act 1999 (Cth)
- III. Children and Community Services Act 2004 (Cth)
- IV. Bishops' Mandate for the Catholic Education Commission of Western Australia, 2009 – 2015
- V. Freedom of Information Act 1992 (WA)
- VI. State Records Act 2000 (WA)
- VII. Telecommunications (interception) of Western Australia Act 1996 (WA)
- VIII. Spent Convictions Act 1998 (WA)
- IX. Surveillance Devices Act 1988 (WA)

Definitions

Personal Information means information or opinion that is recorded in any form and whether true or not, which can identify an individual. This includes all paper and electronic records, photographs and video recordings, (examples might include – names, date of birth, address and contact details, next of kin details, financial information, photographic images and attendance records)

Health Information includes information or opinion about a person's physical, mental or psychological health, or disability, which are classified as personal information. This includes information or opinion about a person's health status and medical history, whether recorded or not. (examples might include – medical records, disabilities, immunisation details, counselling reports, dietary requirements)

Sensitive Information is information relating to a person's racial or ethnic origin, political opinions, religion, professional association, sexual preference, criminal record or Family Court orders, that is classified as personal information about an individual.

Individual Privacy is important

Newman College respects the individual's rights to privacy and confidentiality of personal information.

This document is a statement of the school's policy on the collection, use, storage and disclosure of personal information by the school. It does not apply to personal information collected, used, stored or disclosed by individuals in a personal capacity.

Collection and Use of Personal Information

1. Newman College collects personal information, including sensitive information about students, parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the College to accommodate the student's schooling 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. This may extend to public health laws.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The College may ask parents/guardians to provide medical reports about students from time to time.
4. Other purposes for which the College collects and uses personal information about students and parents/guardians:
 - keeping parents/guardians informed about matters related to their child's schooling, through correspondence, newsletters and promotional material
 - day-to-day administration of the College
 - raising matters before the College Council
 - marketing and fundraising within the College community
5. Occasionally, information such as academic and sporting achievements, student activities, photographs and similar news is provided in College publications and on its website. A Standard Collection Notice is completed by the parent or guardian upon commencement at the College.

Failure to Provide Information

If the College does not obtain all necessary personal information about a student or their parent or guardian, the College commitment to carrying out its duty of care is endangered. Under these circumstances an urgent parental meeting with the Principal will be requested. This disclosure of personal information is a condition of enrolment at Newman College.

Disclosure of Personal Information

The College from time to time discloses relevant personal and sensitive information to others for administrative and educational purposes. This may include other schools, government departments, government agencies, statutory boards, Marist Schools Australia (MSA), Catholic Education Western Australia (CEWA), the Catholic Education Commission (CECWA), your local parish.

Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority (SCSA), the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, service providers to the College, volunteers, visiting teachers, coaches, counsellors and College psychologists.

If the College is supplied with information about doctors, medical/health practitioners or emergency contacts we encourage parents to declare the disclosure to the source of the information.

Please note that by law the College is required to reveal information about a student to both biological parents unless instructed otherwise by a Court Order which is made available to the College.

The College can also disclose personal information where there is imminent threat to health or life.

External Publications

In the event that student images, photographs or identities of students are required for external publications, the College will obtain separate permissions from the student's parent or guardian.

Storage and Information Security

The College Code of Conduct requires staff to respect the privacy of individuals. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

The College has security measures in place to protect personal information from misuse, loss, unauthorised access, modification or disclosure. These measures include locked storage of paper records and passworded access rights to computerised records.

Access to Information

Parents may seek access to personal information collected about them and/or their children by contacting the Head of Primary or Secondary. Students may also seek access to personal information.

If personal information held by the College about an individual is incorrect, that individual has the right to request the College to amend the information.

Occasions when access to personal information might be denied:

- where access might 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 student
- where students have provided information in confidence

Privacy Complaints

If you wish to make a complaint about a College breach of the Australian Privacy Principles (or the Health Privacy Principles) you may do so by providing your written complaint by mail or email or personal delivery to the Principal. You may also register your complaint verbally.



The College will respond to your complaint within a reasonable time (usually no longer than 14 days) and may seek further clarification in order to provide a full and informed response.

Use of Staff Personal Information

The purposes for which the College uses personal information of prospective employees, staff members and contractors include:

- assessing the suitability for employment
- administering the individual's employment or contract
- insurance purposes eg workers' compensation
- satisfying the College's legal requirements

investigating incidents or defending legal claims about the College, its services or staff