

SCOPE

A Privacy Policy is needed to inform individuals about the practices of the College in relation to retaining personal information. It also serves as a guide to the College's staff as to the standards to be applied in respect of handling personal information and ensure consistency in the College's approach to privacy. The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or care givers ('parents') before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

PUPILS AND PARENTS

In relation to personal information of pupils and parents, the College's primary purpose of collection is to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:

- To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and year books.
- Day-to-day administration;
- Looking after students' educational, social and medical wellbeing;
- Permission should be sought through a pro forma that requires parents to make a clear statement of their wishes in regard to photographs. It should include a clear statement that the student's full name will not be used in conjunction with a photograph in any publication that will be freely available beyond the College community.
- To satisfy the College's legal obligations and allow the College to discharge its duty of care.

INFORMATION COLLECTED ABOUT STUDENTS

The following information is collected for students:

- Personal details e.g. Name, date of birth, address, gender, place of birth, citizenship (where applicable), religion, previous school, main language at home, medical conditions, disabilities, custodial arrangements.
- Academic information – semester reports, NAPLAN results, OLNA results (where applicable), documented plans
- Pastoral Care – specific to the pupils care

INFORMATION COLLECTED ABOUT PARENTS

The following information is collected about parents/care givers:

- Name
- Address
- Contact Number
- Email
- Bank Details for direct debit arrangements

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.

Information collected from job applicants, staff and volunteers is:

- Personal details: name, address, email, phone numbers, religion
- Qualifications
- Registration numbers e.g: WWC and TRBWA (where a Registered Teacher)
- Employment history
- Citizenship (where applicable)

VOLUNTEERS

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

Information collected from volunteers is:

- Personal details: name, address, email, phone numbers
- Registration numbers: e.g.: WWC and TRBWA (where applicable)

WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO?

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

- Another school where student has transferred to provide information on meeting the educational needs of the student;
- Government departments;
- Medical practitioners;
- Consultants providing services to the College, including specialist visiting teachers and sports coaches.

MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

The College's staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The College has in place steps to protect the personal information held from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and password protected access rights to computerized 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 Administration Office at any time.

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

CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF PUPILS

The College respects every parent'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 pupil to the pupil's parents.

The College will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents 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 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 pupil.

The College may, at its discretion, provide information held by the College regarding the pupil, to the pupil without the consent of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.