# Privacy Policy

<table>
<thead>
<tr>
<th>Version</th>
<th>2.0</th>
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<tbody>
<tr>
<td>Short description</td>
<td>The Privacy Act 1988 (Cth) directs the manner in which organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.</td>
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<tr>
<td>Relevant to</td>
<td>All staff</td>
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<tr>
<td>Authority</td>
<td>These Guidelines have been approved by the Principal and the College Leadership Team</td>
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<tr>
<td>Responsible officer</td>
<td>Administration</td>
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<tr>
<td>Date introduced</td>
<td>2000</td>
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<tr>
<td>Date(s) modified</td>
<td>2000, 2013, 2015, 2017</td>
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<tr>
<td>Next scheduled review date</td>
<td>2019</td>
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<tr>
<td>Related College documents</td>
<td>Code of Conduct</td>
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</tbody>
</table>
| Legislative and system requirements | Privacy Act 1988 (Cth)  
|                        | CECWA Guidelines for Catholic Schools |
|                        | Bishops Mandate for the Catholic Education Commission of Western Australia, 2009-2015  
|                        | CECWA 2-D1 Dispute & Complaint Resolution  
|                        | CECWA 2-D9 Privacy |
Rationale

The Catholic school is a reflection of the Church’s commitment to the dignity of the individual (Bishop’s Mandate para 6). It is important for schools to demonstrate this commitment in the manner in which they protect information that they hold about their school community. Corpus Christi College requires information about students and their families in order to provide for the education of these students.

The Corpus Christi College Privacy Policy (“the Policy”) details how Corpus Christi College (“the College”): protects privacy; uses and manages the personal information it provides or collects; and complies with the requirements of the Privacy Act 1988 (Cth.) (“Privacy Act”), and the 13 Australian Privacy Principles contained within Schedule 1 of the Privacy Act. The purpose of the Privacy Act is to regulate how personal information is handled.

Scope

This Policy applies to staff, students, parents, contractors, volunteers and the broader College community.

Principles

The College has a responsibility to collect, hold, use and disclose personal information, sensitive information and health information, in accordance with the Privacy Act.

Procedures

The Privacy Compliance Manual, prepared for Catholic Education Commission Western Australia (“CECWA”) through the National Catholic Education Commission (“NCEC”), can be referred to in developing school based documents in order to maintain consistency within and between schools. The manual can be accessed at: http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx

The procedures which follow address 7 key areas:

1. From whom personal information is collected;
2. The types of personal information collected and held;
3. How this information is collected;
4. The purposes for which personal information is collected, held, used and disclosed;
5. How individuals can gain access to their personal information and seek its correction;
6. Requirements for data breach notification; and
7. How individuals may complain or inquire about the collection, handling, use or disclosure of their personal information and how that complaint or inquiry will be handled.

1. From whom personal information is collected

The College collects personal information from sources including but not limited to;
students (both current and future), alumni, parents/guardians (past, current and future), job applicants, staff, volunteers, contractors and visitors.

**Personal Information of Students**

The *Privacy Act* does not differentiate between adults and children and does not specify an age after which individuals can make their own decisions with respect to their personal information.

When dealing with a student's personal information, the College will generally refer any requests for this information to a student's parents/guardians. The College will treat notices provided to parents/guardians as notices provided to a student and will treat consents provided by parents/guardians as consents provided by a student.

While parents/guardians may seek access to personal information held by the College about them or their child by contacting the Principal, there may be occasions when access is denied. Refer also to paragraph 5 below. 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 their personal information held by the College, or allow the student to give or withhold consent to the use of their personal information, independently of their parents/guardians. This may occur where the student is considered to have the requisite maturity.

2. **The types of personal information collected and held**

The type of personal information collected by the College is largely dependent upon whose information is being collected and why it is being collected.

In general terms, the College may collect:

- **Personal Information** including but not limited to: names; addresses and other contact details; dates of birth; next of kin details; emergency contact details; financial information, employment information; electronic media; and attendance records.
- **Sensitive Information** including but not limited to information or an opinion 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 orientation or practices; family court orders; and criminal record. It also includes: health information about an individual; genetic information about an individual that is not otherwise health information; biometric information that is to be used for the purpose of automated biometric verification or biometric identification; and biometric templates.
- **Health Information** including but not limited to information or an opinion about an individual's: health, illness, injury or a disability (at any time); learning difficulties; immunisation details; nutrition and dietary requirements; individual healthcare plans; counselling reports; expressed wishes about the future provision of health services to him or her; and health service provided, or to be provided. It also includes: other personal information collected to provide, or in providing, a health service; other personal information about an individual collected in connection with the donation, or intended donation, by the individual
of his or her body parts, organs or body substances; genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.

3. How this information is collected

How the College collects personal information, sensitive information and health information is largely dependent upon whose information is being collected. Where it is reasonable and practical to do so, information is collected directly from the persons concerned. In relation to students, the information is most often collected from parents/guardians.

In the case of sensitive information and health information, the College only collects that information if the person concerned consents, or where their parent/guardian consents, and where it is reasonably necessary for the College’s functions or activities.

Where possible the College has attempted to standardise the collection of information by using specifically designed forms (e.g. Application for Admission Form, Confirmation of Enrolment Form, Finance Declaration, Data Collection Form, Health Information Form, Staff Particulars Form, etc.). However, given the nature of its operations, the College will often also receive information by email, letters, notes, telephone calls, in face-to-face meetings, interviews, through financial transactions, and through surveillance activities such as the use of internet monitoring and email monitoring.

The College may also collect personal information from other people (e.g. a personal reference, reference provided by another school, parish/priest reference) or independent sources (e.g. a telephone directory), however, this will only be done when it is not reasonable and practical to collect the information from the individual.

The College may also be provided with information without having sought it through our normal means of collection. This is referred to this as “unsolicited information”. Where unsolicited information is collected, the College will only hold, use and/or disclose that information as if it had been collected by the College itself, and in accordance with this Policy. If that unsolicited information could not have been collected by the College itself, then the College will destroy, permanently delete or de-identify the information as is required under the Privacy Act.

Where the College collects personal information from someone other than the person concerned (or a parent/guardian in the case of student personal information), and where the person concerned may not be aware that the College has collected that personal information, the College will notify the person concerned of that collection and the circumstances of that collection as is required under Privacy Principle 5.

4. The purposes for which personal information is collected, held, used and disclosed

The College only collects, holds, uses and disclose personal information, sensitive information or health information that is reasonably necessary for the functions or activities of the College (our “primary purpose”).

The College’s primary purposes in the use of personal information include but are not limited to:

- providing education, pastoral care, extra-curricular and health services;
- satisfying legal obligations including duty of care to both students and staff;
● satisfying child protection obligations;
● keeping parents/guardians informed as to College community matters through correspondence, newsletters and magazines;
● marketing, promoting and undertaking fundraising activities;
● supporting the activities of College associations such as the College Board, Parents & Friends, etc.;
● supporting community based causes and activities, charities and other causes in connection with the College’s functions or activities;
● improving day-to-day operations including the training of staff; systems development; developing new programs and services; undertaking planning, research and statistical analysis;
● undertaking administration functions, including for insurance purposes;
● the employment of staff;
● the appointment of volunteers.

The College may also use the information for a secondary purpose (our “secondary purpose”) that would be either be:

- with the consent of the person concerned; or
- directly related to a primary purpose if it is sensitive information or health information; or
- where it is personal information (and not sensitive and health information) and where it would be reasonably expected by individuals; or
- where it is required by law; or
- where a permitted general situation or a permitted health situation exists (such as in the cases of emergencies).

If any of these secondary purposes arise, the College will de-identify the personal information, sensitive information and health information, if it is reasonable for the College to do so under the circumstances.

Permitted general situations are defined within the Privacy Act at s 16A and include where it is unreasonable or impracticable to obtain consent for collection, use or disclosure of personal information, or to address legal claims and dispute resolution processes.

**Marketing and fundraising:** The College treats marketing and fundraising for its future growth and development as an important part of ensuring its ability to continue providing an outstanding learning environment in which both students and staff thrive. College publications, including newsletters and magazines, may include personal information, and may be used for marketing and fundraising purposes. The College may provide College publications for marketing and fundraising purposes to parents, staff, contractors and other members of the wider College community. For clarity, parents, staff, contractors and other members of the wider College community should reasonably expect that their personal information may be used by the College in its primary purposes and secondary purposes of marketing and fundraising. If a member of the College community objects to their personal information being used by the College for fundraising and marketing purposes, the person concerned must notify the College. The College will allow the persons concerned to opt-out in regard to their personal information being used for those purposes.

Where personal information is to be used or disclosed for marketing or fundraising purposes, and shared beyond the College community, the College will seek the consent of the persons concerned (whose personal information the College intends to share).
Job applicants, staff members and contractors: In relation to the personal information of job applicants, (including applications of staff members and contractors), the College's primary purpose of its collection, holding, use and potential disclosure, is to assess and engage the persons concerned. The College will require photographic images of staff members, contractors and volunteers to be taken and circulated on occasion. Consent for the taking, use and disclosure of those images for College primary purposes and secondary purposes is assumed by the College at the time of taking those images, unless the person concerned notifies the College of their lack of consent.

Volunteers: To enable the College and its volunteers to work together in its functions or activities, the College collects, holds and may disclose personal information about volunteers.

What may happen if information is not provided?
If the relevant consent is not granted or obtained, then the College may still collect information about a person, if it relates solely to individuals who have regular contact with the College in connection with its activities. These individuals may include students, parents, staff, volunteers, alumni and other individuals with whom the College has regular contact in relation to its activities.

In some cases where the College requests personal information, sensitive information or health information about a student or parent that is necessary for the College to be able to provide services to students and parents, and the information requested is not provided, the College may not be able to enrol, or continue the enrolment, of the student, or permit the student to take part in a particular activity.

In relation to staff members, contractors, volunteers and other members of the College community that have contact with students, if relevant personal information is not provided, then the College may not be able to engage, or continue to engage that person.

When the College Discloses Personal Information
The College may disclose personal information, including sensitive information, held about an individual to others including:

- another school;
- medical practitioners;
- people providing services to the College;
- recipients of College publications, such as newsletters and magazines;
- parents/guardians;
- anyone to whom an individual authorises the College to disclose information; and
- anyone to whom the College is required to disclose the information by law.

Storage and Security of Personal Information
The College stores information in a variety of formats including on servers, cloud services, databases, in hard copy files and on personal devices including laptop computers, tablets, mobile phones, cameras and other recording devices. The College understands the security of personal information, sensitive information and health information is of utmost importance and takes all reasonable steps (see below) to protect collected personal information from misuse, loss, unauthorised access, modification or disclosure.

These steps include but are not limited to:
● Restricting access to information on the College databases according to position responsibilities and security profile;
● Ensuring all staff and students are aware that they must not reveal or share personal passwords;
● Ensuring that hard copy files containing sensitive and health information are stored securely; and
● Implementing HR and ICT policies and procedures to protect information storage and institute security protocols.

The College takes all reasonable steps to destroy and de-identify personal information, sensitive information and health information that is no longer needed, or required to be held by, the College.

In using cloud-based servers, the College ensures that service providers have expressly agreed to protect personal information, sensitive information and health information.

**Sending Information Overseas**
The College may disclose information about an individual to overseas recipients, for instance, when storing personal information with cloud service providers or when facilitating a school exchange. However, the College will not send information about an individual outside Australia unless:

- the individual’s consent has been obtained (in some cases this consent will be implied); or
- the disclosure is required by law; or
- the recipient otherwise complies with the Australian Privacy Principles or other substantially similar privacy legislation; or
- a permitted general situation exists as defined under Privacy Principle 8;

**How We Ensure the Quality of Personal Information**
The College takes all reasonable steps to ensure the personal information, sensitive information and health information held, used and disclosed is accurate, complete and up to date.

Personal information, sensitive information and health information is updated when the College is advised of changes, or when the College becomes aware through other means that the information has changed.

The College requires that persons whose information is held contact the College if any of the details they have provided have changed, or if they believe that the information held is not accurate, complete or up to date.

**5. How individuals can gain access to their personal information and seek its correction**

Individuals may request access to the personal information, sensitive information and health information the College holds about them, or request that information be changed. There are some circumstances under which that access may be denied, as listed within Privacy Principle 12 under the Privacy Act. Those circumstances include for example, where the College reasonably believes that giving access would pose a serious threat or would have an unreasonable impact on the privacy of other individuals.

The College may require individuals to verify their identity and specify what information they require. The College may charge a fee to cover the administrative cost of verifying the request and locating, retrieving, reviewing and copying any material requested. The
College will advise the likely cost in advance.

If the College does not agree to provide access to the requested information, or to amend the information as requested, the individual will be notified accordingly. Where appropriate the College will provide reason(s) for the decision. The College will also provide information about how the applicant can complain.

If the rejection relates to a request to change information, a written statement about the requested change may be made and attached to the relevant records. The College will also provide information about how the applicant can complain.

6. Requirements for Data Breach Notification

Under the federal Notifiable Data Breach Scheme - in force 22 February 2018 - the College must notify relevant individuals and the Office of the Australian Information Commissioner in the event of a notifiable data breach.

A notifiable data breach is:
- a breach likely to result in serious harm to any of the individuals to whom the information relates; and
- occurs where data is lost or subject to unauthorised access or disclosure.

7. How individuals may complain or inquire about collection, handling, use or disclosure of their personal information and how that complaint or inquiry will be handled

For further information about the way the College manages the personal information it holds, or to make a complaint if you believe the College has breached the Australian Privacy Principles, please contact the Principal at:
- Mail: PO Box 279 Willetton WA 6955
- Telephone: +61 (08) 6332 2500
- Fax: +61 (08) 9310 5648
- Email (via Executive Assistant to the Principal): enquiries@corpus.wa.edu.au

The College will acknowledge your privacy complaint within 5 business days of it being received. The length of time it takes for the College to investigate a privacy complaint and respond to the complainant will ultimately depend on the nature and complexity of the issues involved. However, generally, the College will notify a complainant of the outcome within 30 business days.

Individuals will need to provide sufficient information to enable full consideration of their complaint. A response will not be given if contact information is not provided.

Anonymous complaints will not normally be investigated unless they raise a serious matter and there is sufficient information to enable an investigation to be conducted.