



# Saint Mark's Coptic Orthodox College



## **PRIVACY POLICY**

This Policy contains some substantial changes which were required by the introduction of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and also other amendments to reflect changes in other legislation.

## **PURPOSE**

The purpose of the Policy is to provide assistance and guidance to St Mark's Coptic Orthodox College Staff, corresponding with the new requirements they must observe in relation to the preservation of an individual's privacy.

## **YOUR PRIVACY IS IMPORTANT**

This statement on privacy outline how St Mark's Coptic Orthodox College manages personal information that is provided to the College or collected by the College.

St Mark's Coptic Orthodox College is bound by the National Privacy Principles in the Commonwealth Privacy Principles contained in the Commonwealth Privacy Act. Our College is also bound by the NSW Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002.

The type of information that St Mark's Coptic Orthodox College collects and holds (but is not limited to) includes personal information, including health and other sensitive information about

- ☐ Our students, parents and caregivers before, during and after enrolment at our College
  
- ☐ Job applicants, staff members and contractors
  
- ☐ Other people who may come into contact with St Mark's Coptic Orthodox College

Personal Information you provide: The College will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasion people other than Parents and pupils 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 and the Health Records Act the National Privacy Principles and Health 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.

## **HOW WILL THE COLLEGE USE THE PERSONAL INFORMATION YOU PROVIDE?**

The College will use personal information it collects from you 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 you have consented.

**Pupils and Parents:** In relation to personal information of pupils and Parents, the College's primary purpose of collection is to enable the College 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 magazines;
- ☐ day-to-day administration;

- ❑ looking after pupils' educational, social and medical wellbeing;
- ❑ seeking donations and marketing for the College;
- ❑ to satisfy the College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a pupil or Parent, if the information requested is not obtained, the College may not be able to enroll or continue the enrolment of the pupil.

**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:**

- ❑ administering the individual's employment or contract, as the case may be;
- ❑ insurance purposes;
- ❑ seeking funds and marketing for the College;
- ❑ satisfying the College's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The College also obtains personal information about volunteers who assist the College in its functions or conduct 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 of the College as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, on occasions, external fundraising organisations.

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

The College may use images or videos of its students depicted in school events and activities for the use of promoting the College in printed or electronic form and through official social media pages as per the College's Enrolment Conditions. These Conditions are agreed to by parents prior to enrolment of their child. However, it is also a parent's right to withdraw this approval at any time by providing a written request to the Head of College.

#### **WHO MIGHT THE COLLEGE DISCLOSE PERSONAL INFORMATION TO?**

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

- ☐ another College;
- ☐ government departments;
- ☐ medical practitioners;
- ☐ people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- ☐ recipients of College publications, like newsletters and magazines;
- ☐ Parents;
- ☐ anyone you authorise the College to disclose information to;
- ☐ and anyone to whom we are required to disclose the information to by law.

**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 or other applicable privacy legislation.

#### **HOW DOES THE COLLEGE TREAT SENSITIVE INFORMATION?**

In referring to 'sensitive information', the 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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **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 the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised 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 [Secretary] of the College at any time.

The National Privacy Principles and the Health Privacy Principles require the College not to store personal information longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

## **YOU HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT YOU**

Under the Commonwealth Privacy Act and the Health Records and Information Privacy Act, an individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the applicable legislation. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College

may charge a fee to cover the cost of verifying your application and locating, Retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

### **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 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 pupil.

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

### **YOU MAY SEEK ACCESS TO THE PERSONAL INFORMATION THE COLLEGE HOLDS ABOUT YOU**

Under the Commonwealth Privacy Act and the Health Records Act, an individual may seek access to personal information which the College holds about them. There are some exceptions to this set out in the applicable legislation. Pupils will generally have access to their personal

information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing.

The College may require you to verify your identity and specify what information you require. The College may charge a fee for access and will advise the likely cost in advance.

## **ENQUIRIES**

If you would like further information about the way the College manages the personal

information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles, please contact the Head of College. The College will investigate any complaint and will notify you of the making of the decision in relation to your complaint as soon as it is practical after it has been made.

## **PROCEDURES**

1. Upon the collection of information relating to student health office staff are to file these records away in student files in the backroom of the Front Office.
2. Office staff cannot delegate this responsibility to others.
3. Sensitive information about student wellbeing will be filed in sealed envelopes and filed in a cabinet in the counselor's office.
4. Records of behavior such as detention and suspension are filed with the relevant Welfare coordinators. At the end of the year these will be added into student files.
5. Information about staff details such as qualification and tax file numbers are to be filed with the College accountant.
6. Sensitive information about staff in relation to grievances and misconduct will be kept in a separate locked cabinet to which only the Assistant Principal has access to.
7. Copies of Accreditation submissions are to be kept in the Accreditation cabinet and accessed by the College's TAA/Assistant Principal