



Privacy Policy

Preamble

This Privacy Policy has been developed in the light of the Mission and Values Statement of Whitefriars College, in which we seek to live by and teach those values which the Catholic Church upholds and to celebrate our Catholic identity in the Carmelite Tradition. The College seeks staff who will be supportive of our faith community and be involved in the celebration of that community. It promotes a spirit of mutual trust and respects the gifts of others. It honours the contributions which each individual makes to the enrichment of the community. The College also values a diverse community in which the contribution of each individual is encouraged, valued and respected. Whitefriars aims to develop and maintain a staff that is committed to the ethos of the College, professional in its approach to learning and teaching and diverse in the range and scope of the skills and experiences it provides.

Purpose

This Privacy Policy sets out how the College manages personal information provided to or collected by it.

The College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, the College is also bound by the Health Records Act 2001 (Vic.).

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

Policy

1. What kind of personal information does the College collect and how does the College collect it?

The College collects and holds personal information, including health and sensitive information, about:

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the College;
- job applications, staff members, volunteers and contractors;
- other people who come into contact with the College.

The College will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, telephone calls and online. On occasions people other than Parents and students (such as job applicants and contractors) provide personal information to the College.

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 school. The type of information the College may collect from another school may include:

- Academic records and/or achievement levels;
- Information that may be relevant to assisting the College meet the needs of the student.

Exception in relation to employee records: Under the Privacy Act 1988 and the Health Records Act 2001 (Vic.), the Australian 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.

The College needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of education to students and its educational and support services, conduct the job application process and fulfil other obligations and processes.

2. How will the College use the personal information?

The College will use personal information 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 was 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 student, exercise its duty of care and perform necessary associated administrative activities. This includes satisfying both the needs of Parents 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 Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters, magazines and online
- day-to-day administration
- looking after students' educational, social and medical wellbeing
- seeking donations and marketing for the College
- to satisfy the College's legal obligations, including the Child and Family Violence Information Sharing Schemes, and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or Parent, if the information requested is not obtained, 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.

The College will be aware of family situations requiring particular care in the handling of personal information (including sensitive information) in relation to students and/or their parents. For example, where a parent advises the College of a separation asking to ensure not to disclose any information to the other parent.



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Job applicants, staff members, volunteers and contractors: In relation to personal information of job applicants, staff members, volunteers and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member, volunteer or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members, volunteers 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;
- to assist the College in its functions or conduct associated activities, such as Whitefriars Parents Association.

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 students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, volunteers, 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 like people's images, may be used for marketing purposes

3. Who might the College disclose personal information to?

The College may disclose personal information, including sensitive information held about an individual, for educational, administrative and support purposes. This may include to:

- another school;
- State and Federal government departments;
- health service providers;
- College service providers which provide services to students or staff, on or off-campus, including specialist visiting teachers and sports coaches;
- Third party service providers that provide online educational and assessment support services, in relation to school improvement surveys, document and data management services, or applications to schools and school systems where necessary;
- Other third parties which the College uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with Parents;
- Information Sharing Entities (ISE's) as per the Child and Family Violence Information Sharing Schemes;
- recipients of College publications, like newsletters and magazines;
- parents;
- fee debt collection agencies;
- anyone to whom the College is required to disclose the information to by law.



Nationally Consistent Collection of Data (NCCD) on School Students with Disability

The College is required by the Federal Australian Education Regulation 2013 (the Regulation) to provide certain information under the NCCD on students with a disability. The College provides the required information to the CECV (Catholic Education Commission of Victoria), as an approved authority, to provide on the school's behalf. Under the NCCD, the following information is required for each student with a disability:

- level of education (i.e. primary or secondary);
- category of disability (i.e. physical, cognitive, sensory or social/emotional);
- level of adjustment (i.e. support provided within quality differentiated teaching practice, supplementary, substantial or extensive adjustment).

Student information provided for the purpose of the NCCD does not explicitly identify any student. However, the College will disclose students' names to the CECV, to enable CECV to undertake financial modelling about funding for particular students, including ongoing evaluation of the adequacy of the funding for individual students under the NCCD. The CECV will not disclose a student's identity for the NCCD.

Sending information overseas: The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, 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)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The College may also store personal information in the 'cloud' which means that information is held on the servers or third party cloud service providers engaged by the College. Some personal information may be collected and processed or stored by these providers. These servers may be situated in or outside Australia.

The College makes reasonable efforts to be satisfied about the security of any personal information collected, processed and stored in or outside Australia.

4. 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, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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 agreed otherwise, or the use or disclosure of the sensitive information is allowed by law.



5. Management and security of personal information

The College's staff are required to respect the confidentiality of students' 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 passworded access rights to electronic records. This includes responding to any incidents which may affect the security of the staff information it holds. If the College assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, it will notify those affected and the Office of the Australian Information Commissioner (OAIC) of the breach. It is recommended that parents and the school community adopt secure practices to protect themselves, e.g. ensure that all passwords are strong and regularly updated and that log in details are kept secure, not to share personal information with anyone without first verifying their identity and organisation. Under any belief of personal information being compromised, let the College know immediately.

6. Access and correction of personal information

Under the Commonwealth Privacy Act 1988 and the Health Records Act 2001 (Vic.), an individual has the right to obtain access to any personal information which the College holds about them and to advise of any perceived inaccuracy. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information the College holds about a student, Administration is to be contacted in writing (e.g. via email) where updates cannot be made online. The College may require to verify the identity and specify what information is required. If the College cannot provide access to that information, written notice explaining the reasons for refusal will be provided.

7. Consent and rights of access to the personal information of students

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 student to the student's Parents. The College will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the College about them or their child by contacting Administration. 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 of the student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the



use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

8. Notifiable data breach

A data breach occurs when personal information is lost or subjected to unauthorised access, modification, disclosure, or other misuse or interference.

Where a data breach has occurred that is likely to result in serious harm to any of the individuals to whom the information relates, it is considered eligible to be reported to the Office of the Australian Information Commissioner (OAIC).

Serious harm could include serious physical, psychological, emotional, economic and financial harm, as well as reputation. The OAIC does not need to be notified about data breach that does not have the potential to cause serious harm.

According to the College Data Breach Response Plan, if the College suspects or believes that an eligible data breach has occurred, the College will conduct a risk assessment of the relevant factors, as promptly as practicable, to determine if an eligible breach occurred, and take all reasonable steps to complete this assessment within 30 days of becoming aware of the breach. Examples of data breaches causing serious harm include:

- Loss or theft of a laptop or other device containing the personal information of students or staff;
- Hacking of a database containing personal information;
- Loss of hard copy private confidential information;
- Mistaken provision of personal information to the wrong person.

When there is a suspected data breach reported, the College will enact the Data Breach Response Plan.

When a data breach has been identified as eligible, the College will:

- Prepare and submit a statement to the OAIC in the [format prescribed](#) as soon as practicable after becoming aware of the eligible data breach;
- Take reasonable steps, in the circumstances, to contact all affected individuals directly, or
- If direct contact is not practicable, contact affected individuals indirectly by publishing information on the school's website or other publicly available forum;
- Review internal processes to identify any weaknesses to address to avoid the breach to happen again.

Enquiries and complaints

For further information about the way the College manages personal information, contact the Risk & Compliance Manager (Privacy Officer).



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Approved by: College Leadership Team

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