Introduction:
Our Lady of the Southern Cross College (the College) appreciates that the privacy of our students and their families, and staff, is very important. The College recognises the right of people to keep their personal information private. This policy covers the College’s treatment of personally identifiable information that we collect or hold. The College must comply with the National Privacy Principles contained in the Privacy Act (1988) and the Privacy Amendment (Enhancing Privacy Protection) Act (2012) when dealing with personal information.

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

Definitions:
Personal Information is information or opinion about an individual whose identity is clearly indicated or can be determined from that information.

Health Information is information or opinion about a person’s physical, mental or psychological health, or disability, which is also classified as personal information. This includes information about a person’s health status and medical history.

Sensitive Information is information similar to personal information, but which requires a higher level of protection, because it gives more detail about the beliefs or health of an individual. This may include information about racial or ethnic origin, marital issues and custody, donation history, and religious beliefs.

In this policy, personal information refers to personal information, health information and sensitive information, unless otherwise specified.

Standard Collection Notice is a statement provided by the College that specifically itemises the reasons for collecting information about students and their families, and the way in which that information will be used by the College system.

Parent in this policy in relation to a child, includes step parent, and adoptive parent, a foster parent, guardian, or a person who has custody or daily care and control of the child.

Staff in this policy is defined as someone who carries out a duty on behalf of the College, paid or unpaid, or who is contracted to, or directly employed by the College or the Catholic Education Office. Information provided to the College through job applications is also considered staff information.

Values:
Our Privacy Policy is based on the Gospel values of respect, honesty, community and dignity.
**Policy:**
In carrying out its educational and welfare functions, Our Lady of the Southern Cross College collects personal information about students, parents and carers and staff. In compliance with the National Privacy Principles contained in the Privacy Act (1988) and the Privacy amendment (Enhancing Privacy Protection) Act (2012), the College is committed to protecting the privacy of all information collected. All employees, College Board, Parents & Friends Association and volunteers are required by law to protect the personal information the College collects and holds. All members of the OLSCC community have the right to understand how their personal information will be stored and used, and of its disposal.

**Consequences:**
1. **What types of information does OLSCC collect, and how is it collected?**
The type of information the school collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:
   - pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the school;
   - job applicants, staff members, volunteers and contractors; and
   - other people who come into contact with the school

**Personal Information provided by parents or pupils:** The College will generally collect personal information about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students 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 school.

2. **How will the College use the personal information provided to it?**
   a. **Students and Parents:** The purposes for which the College uses personal information of students and parents include:
      - Keeping parents informed about matters relating to their child's schooling
      - Looking after students' educational, social and health needs
      - Celebrating the efforts and achievements of students
      - Day to day administration
      - Satisfying the College's legal obligations
      - Allowing the College to perform its duty of care.
   b. **Staff:** The purposes for which the College uses personal information of job applicants, staff members and contractors include:
      - Assessing the suitability for employment
      - Administering the individual's employment or contract
      - For insurance purposes, such as public liability or WorkCover
      - Satisfying the College's legal requirements
      - Investigating incidents or defending legal claims about the College, its services or staff

3. **With whom and under what circumstances will the College disclose personal information?**
The College will use and disclose personal information about a student, parent or staff member when:
   - It is required for general administration duties and statutory functions
   - It relates to the purposes for which the information was collected, and
For a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The College may disclose personal information, including sensitive information, held about an individual to:
- Another school
- Government departments
- Medical practitioners
- People providing services to the College, including visiting specialist teachers, counselors and sports coaches
- Recipients of College publications, such as newsletter and magazines
- Parents, and
- Anyone you authorize the College to disclose information to.

The College can disclose personal information for another purpose when:
- The person consents, or
- It is necessary to lessen or prevent a serious or imminent threat to life, health or safety, or
- Is required by law or for law enforcement purposes.

The College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a student exchange. However, the College will not send personal information about an individual outside Australia without:
- Obtaining the consent of the individual (in some cases consent may be implied); or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

4. Consent Where consent for the use and disclosure of personal information is required, the College will seek consent from the appropriate person. In the case of a student’s personal information, the College will seek consent from the student and/or parent depending on the circumstances and the student’s mental ability and maturity to understand the consequences of the proposed use and disclosure.

5. Accessing Personal Information Under the Commonwealth Privacy Act (and the Health Records 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. 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. Some information may be restricted according to the requirements of laws that cover the management of school records. These include the Public Records Act and the Freedom of Information Act.
- To make a request to access or update any personal information the College holds about yourself as a parent or your child, please contact the Principal in writing. The College may require you to verify your identity and specify the 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. If the College cannot provide you with access to that information, a written notice will be provided explaining the reasons for refusal.

6. Updating Personal Information The College aims to keep personal information it holds accurate, complete and up-to-date. A person may update their personal information by contacting the College office.
• From time to time the College will request that all parents, or parents of students in a particular class or year level, check and update their information as necessary.

7. Management and Security The College’s staff is 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, interference and loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and archives, access to certain files limited to particular people (eg: Principal and Business Manager), and password access rights to computerized records.

8. Privacy Officer The College will appoint a staff member to act as Privacy Officer for the College. The Officer’s duties will include:
• recording any external requests for personal information, and the information supplied as a result of such a request
• ensuring that this policy is compliant with statutory requirements
• ensure that staff members are aware of the requirements of this Privacy Policy

9. Enquiries and Complaints If you would like further information about the way Our Lady of the Southern Cross College manages the personal information it holds, or wish to complain that you believe the College has breached the Australian Privacy Principles please contact the Principal. The College will investigate any complaint and will notify you of any decision made in relation to your complaint as soon as is practicable after it has been made.
• Should you be dissatisfied with the result you may contact the Catholic Education Office Toowoomba to take the matter further.

Used in preparation of this draft:


Catholic Education Office, Sydney, Privacy Act enrolment package