



## Privacy Policy

### 1. Context

In realising its mission and vision, the College seeks to protect the personal and health information of students, parents, caregivers, employees and contractors. This is the College's legal and ethical responsibility.

### 2. Policy Statement

This Privacy Policy applies to the College. This policy outlines how the College uses and manages personal information that is provided to or collected by it.

The College is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*.

From time to time this Privacy Policy may be reviewed and updated to take into account new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing school environment.

### 3. Definitions

**The College:** means Cabra Dominican College and includes sites on which staff or others engaged in duties or activities such as excursions or conference attendance sanctioned by the College.

**Staff:** means staff employed by Cabra Dominican College.

**Volunteer:** means volunteers who provide services to the College on a voluntary basis.

### 4. Scope

This Policy applies to the College. The College is owned and administered by Dominican Education Australia.

### 5. Principles

#### What is personal information and how do we collect it?

5.1 Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, the College may collect personal information from the individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant or in some other capacity.

#### Providing services

5.2 In the course of providing services, the College may collect and hold:

- a) **Personal information**, including names, addresses and other contact details; dates of birth; and financial information.

- b) **Sensitive information**, including government identifiers (such as tax file numbers, nationality, country of birth, professional memberships, Family Court orders and criminal records).
- c) **Health information**, particularly in relation to prospective staff and customer records, including medical records, disabilities, immunisation details and psychological reports.

### Recruitment processes

- 5.3 As part of the College's recruitment processes for employees, contractors and volunteers, the College may collect and hold:
- a) **Personal information**, including names, addresses and other contact details, dates of birth, financial information, citizenship, employment references, regulatory accreditation, media, directorships, property ownership and driver's licence information.
  - b) **Sensitive information**, including government identifiers (such as tax file number, nationality, country of birth, professional memberships, Family Court Orders and criminal records).
  - c) **Health information**, particularly in relation to prospective staff and student records, including medical records, disabilities, immunisation details and psychological reports.
- 5.4 Generally, the College will seek consent from the individual in writing before collecting sensitive information (including health information).

### Does this policy apply to employee records?

- 5.5 Under the *Privacy Act 1988*, the Australian Privacy Principles do not apply to an employee record. As a result, this privacy statement 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 the employee.

### How will the College use personal information?

- 5.6 The College only uses personal information that is reasonably necessary for one or more of the College's functions or activities (the primary purpose), or for a related secondary purpose that would be reasonably expected by the individual, or for an activity or purpose to which the individual has consented.
- a) **Students and Parents/Caregivers:** In relation to personal information of students and parents/caregivers, the College's primary purpose of collection is to enable the College to provide schooling for the student. The purposes for which the College uses personal information of students and parents/caregivers include:
    - To keep parents/caregivers informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
    - Day-to-day administration;
    - Looking after students' educational, social, spiritual and medical wellbeing;
    - Seeking donations and marketing for the College; and
    - 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 student or parent/caregiver, if the information requested is not obtained, the College may not be able to meet its legal obligations or enable a quality learning environment for students.

- b) **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;
  - To contribute to aggregated data that SACCS and CESA use to meet reporting, planning, contract and funding responsibilities;
  - To enable SACCS and CESA to maintain necessary staff information for entitlements including long service leave and maternity leave;
  - Return to Work and other necessary industrial employment purposes and for accreditation and funding purposes; and
  - To satisfy the College service providers' legal obligations, including Dominican Education Australia.
- c) **Volunteers:** The College also obtains personal information about volunteers who assist the College in their functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.
- d) **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. 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.

### **How will the College disclose and store personal information?**

- 5.7 The College may disclose personal information, including sensitive information, held about an individual to:
- a) Another school;
  - b) Government departments;
  - c) Police agencies and agencies who complete police checks such as the Catholic Archdiocese of Adelaide Police Check Unit;
  - d) Health service providers including medical practitioners;
  - e) People providing services to the College, including specialist visiting teachers, consultants and sports coaches;

- f) Recipients of College publications (e.g. newsletters and magazines);
  - g) The Catholic Archdiocese of Adelaide and the local parish;
  - h) The Catholic Education Office, CCES, SACCS;
  - i) Dominican Education Australia;
  - j) Parents and caregivers;
  - k) Assessment and educational authorities, including the Australian Curriculum Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
  - l) Anyone to whom an individual (or parent/caregiver of the student) authorise the College to disclose information; and
  - m) Anyone to whom the College is required to disclose the information by law.
- 5.8 The College stores personal information in a variety of formats including, but not limited to, databases, hard copy files, personal devices including laptop computers, third party storage providers (such as cloud storage facilities) and paper based files.
- 5.9 The College takes all reasonable steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure. These steps include, but are not limited to:
- a) Restricting access and user privilege of information by staff depending on their role and responsibilities;
  - b) Ensuring staff do not share personal passwords;
  - c) Ensuring hard copy files are stored in lockable filing cabinets in lockable rooms, with staff access subject to user privilege;
  - d) Ensuring access to the College's premises are secured at all times;
  - e) Ensuring the College's ICT and cyber security systems, policies are implemented and up to date;
  - f) Ensuring staff comply with internal policies and procedures when handling the information;
  - g) Undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime; and
  - h) The destruction, deletion or deidentification of personal information the College holds that is no longer needed or required to be retained by any other laws.
- 5.10 The College's public website may contain links to other third-party websites outside of the College. The College is not responsible for the information stored, accessed, used or disclosed on such websites and cannot comment on their privacy policies.

**Disclosure of personal information to overseas recipients**

- 5.11 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:

- a) Obtaining the consent of the individual (in some cases this consent will be implied); or
- b) Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

### **How does the College treat sensitive information?**

- 5.12 Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless an individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

- 5.13 The College's staff are required to respect the confidentiality of students' and parent/caregivers' personal information and the privacy of individuals.
- 5.14 The College has in place steps to protect the personal information the College holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **Access and correction of personal information**

- 5.15 Individuals may submit a request to the College to access the personal information held, or request that the College updates the personal information. Upon receiving such a request, the College will take steps to verify the individual's identity before granting or correcting the information.
- 5.16 If the College rejects the request, the individual will be notified accordingly. Where appropriate, the College will provide the reason(s) for the decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change and the College will attach this to the College's record.

### **Consent and rights of access to the personal information of students**

- 5.17 This Policy 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.
- 5.18 The College respects every parent/caregiver's right to make decisions concerning their child's education. The College takes a common-sense approach when dealing with students' personal information and will generally refer any requests for consent and notices in relation to the personal information of a student to the student's parents/caregivers. The College will treat consent given by parents/caregivers as consent given on behalf of the student and notice to parents/caregivers will act as notice given to the student.
- 5.19 As mentioned above, parents/caregivers may seek access to personal information held by the College about them or their child by contacting the College's Principal. However, there may 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 student.

- 5.20 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/caregivers. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

### **Complaints**

- 5.21 An individual can make a complaint about how the College manages personal information by notifying the College in writing as soon as possible. The College will respond to the complaint within a reasonable time (usually no longer than 30 days) and may seek further information to provide a full and complete response.
- 5.22 The College does not charge a fee for the handling of complaints.
- 5.23 If the individual is not satisfied with the College's response, they may refer the complaint to the Office of the Australian Information Commissioner (OAIC). A complaint can be made using the OAIC online Privacy Complaint Form, or by mail or email.

### **How to contact the College**

- 5.24 The College can be contacted about this Privacy Policy or about personal information generally, by:
- Email;
  - Phone (08) 8179 2400; or
  - Writing to the College's Principal at PO Box 57 Melrose Park SA 5039.
- 5.25 The College can be contacted on an anonymous basis or by using a pseudonym. However, if you choose not to identify yourself, the College may not be able to provide the information or assistance you might otherwise receive if it is not practical to do so.

## **6. Related Documents and References**

- 6.1 This statement is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), College or CESA policy, procedure or support document, including:
- a) SACCS Privacy Policy.
  - b) Privacy Collection Notices.
  - c) Australian Privacy Principles.
  - d) Consent2Go MCB Schools General Privacy Policy.
  - e) *Privacy Act 1988*.

## 7. Revision Record

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