This Privacy Policy sets out how St Patrick’s manages personal information provided to or collected by it.

St Patrick’s is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, St Patrick’s is also bound by the Health Records Act 2001 (Vic.).

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

What kinds of personal information does St Patrick’s collect and how does St Patrick’s collect it?

The type of information St Patrick’s 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 St Patrick’s;
• job applicants, staff members, volunteers and contractors; and
• other people who come into contact with St Patrick’s.

Personal Information you provide: St Patrick’s 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, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances St Patrick’s 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.

Exception in relation to employee records: Under the Privacy Act 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 St Patrick’s' treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Patrick’s and employee.

How will St Patrick’s use the personal information you provide?

Pupils and Parents: In relation to personal information of pupils and Parents, St Patrick’s primary purpose of collection is to enable St Patrick’s to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of St Patrick’s throughout the whole period the pupil is enrolled at St Patrick’s.

The purposes for which St Patrick’s 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 of St Patrick’s;
• looking after pupils' educational, social and medical wellbeing;
• seeking donations and marketing for St Patrick’s; and
• to satisfy St Patrick’s legal obligations and allow St Patrick’s to discharge its duty of care.

In some cases where St Patrick’s requests personal information about a pupil or Parent, if the information requested is not provided, St Patrick’s may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.
Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, St Patrick’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 St Patrick’s 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 donations and marketing for St Patrick’s; and
- to satisfy St Patrick’s legal obligations, for example, in relation to child protection legislation.

Volunteers: St Patrick’s also obtains personal information about volunteers who assist St Patrick’s in its functions or conduct associated activities, such as [alumni associations], to enable St Patrick’s and the volunteers to work together.

Marketing and fundraising: St Patrick’s treats marketing and seeking donations for the future growth and development of St Patrick’s as an important part of ensuring that St Patrick’s continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by St Patrick’s may be disclosed to organisations that assist in St Patrick’s fundraising, for example, St Patrick’s P&F or alumni organisation [or, on occasions, external fundraising organisations].

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

Who might St Patrick’s disclose personal information to and store your information with?

St Patrick’s may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to St Patrick’s, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- parents;
- anyone you authorise St Patrick’s to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

Sending and storing information overseas: St Patrick’s may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, St Patrick’s 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 Australian Privacy Principles or other applicable privacy legislation.

St Patrick’s may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.**

How does St Patrick’s treat sensitive information?

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

**Management and security of personal information**

St Patrick’s staff are required to respect the confidentiality of pupils’ and Parents’ personal information and the privacy of individuals and are inducted as to their responsibilities in this regard.

Parent helpers in classrooms are also informed of their obligations regarding confidentiality.

St Patrick’s has in place steps to protect the personal information St Patrick’s 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**

Under the Commonwealth Privacy Act and the *Health Records Act 2001* (Vic.), an individual has the right to obtain access to any personal information which St Patrick’s holds about them and to advise St Patrick’s of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils 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 St Patrick’s holds about you or your child, please contact the School Principal in writing. St Patrick’s may require you to verify your identity and specify what information you require. St Patrick’s 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, St Patrick’s will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

**Consent and rights of access to the personal information of pupils**

St Patrick’s respects every Parent's right to make decisions concerning their child's education.

Generally, St Patrick’s will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Patrick’s 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.

As mentioned above, each parent may seek access to personal information held by St Patrick’s about them or their child by contacting the School 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 St Patrick’s duty of care to the pupil or in the event of an applicable court order.

St Patrick’s may, at its discretion, on the request of a pupil, grant that pupil access to information held by St Patrick’s about them, or allow a pupil 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 pupil and/or the pupil's personal circumstances so warranted.

**Enquiries and complaints**

If you would like further information about the way St Patrick’s manages the personal information it holds, or wish to complain that you believe that St Patrick’s has breached the Australian Privacy Principles please contact the School Principal. St Patrick’s will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Reviewed: May 2014  
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Next Review: 2018