



Stella Maris College Privacy Policy

PREAMBLE

Stella Maris is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. Our policies give expression to our values and ethos and reflect our legal requirements as a school registered and accredited by the NSW Board of Studies, Teaching and Educational Standards.

POLICY

Stella Maris College is bound by the Australian Privacy Principles contained in the *Commonwealth Privacy Act*. In relation to health records the College is also bound by the *Health Records and Information Privacy Act 2002*

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

- students and parents/carers before, during and after the course of a student's enrolment at the College
- employment applicants, staff members, volunteers and contractors
- other people who come into contact with the College.

Personal information is generally collected from parents/carers and students, by way of forms and from meetings, interviews, emails and telephone calls. On occasions other people provide personal information.

This policy does not apply to employee records directly related to the employment relationship.

The primary purpose of collecting personal information about students and their parents/carers is to enable the College to provide appropriate educational opportunities for its students, to satisfy legal obligations and to facilitate the College's duty of care. Enrolment is contingent upon receipt of such information.

The primary purpose of collecting personal information from job applicants, staff members and contractors is to assess and (if successful) to engage the applicant, staff member or contractor. Information will be used to administer the individual's employment or contract, for insurance purposes and to satisfy legal obligations.

The primary purpose of collecting personal information from volunteers and others is to facilitate a working partnership between the individual and the College and for legal obligations.

PROCEDURE

- All College records will comply with the *Commonwealth Privacy Act* and the *Australian Privacy Principles*.
- This policy is readily available and unless prevented by law or exception and individual can access their own personal information.
- The collection, use and storage of all information is in accord with the Australian Privacy Principles
- From time to time, the College may need to disclose personal and sensitive information to others for administrative and educational purposes. The possibilities for disclosure include but are not limited to
 - another school
 - government department
 - medical practitioner

- people providing services to the College including coaches and specialist visiting teachers
 - recipients of publications such as newsletters and magazines
 - anyone authorised by the individual
 - anyone to whom we are required to disclose the information by law.
- Personal information will not be disclosed overseas without gaining consent.
 - The College does not store personal information in the cloud which means it does not reside on a server situated outside Australia.
 - Sensitive information is information about 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. This information will only be used and disclosed for the purpose for which it was provided unless agreed otherwise or required by law.
 - The College has in place protection for the personal information it collects and holds including locked storage for paper records and password access rights for electronic records.
 - College staff are required to respect the confidentiality of personal information and the privacy of individuals.
 - Parents/Carers have access to their personal contact details, using their security PIN, from the College Portal and should alert the College if details need updating.
 - Any other personal information held by the College may be requested by contacting the College. The discretion to reveal this is in the hands of the Principal or Deputy Principal. Access may be denied if it has an unreasonable impact on the privacy of another or where it would breach the College duty of care to students or where information has been provided in strict confidence and the release of it is not required by law.
 - The College should treat voice mails and other sound encodings as being subject to the Privacy Act.
 - It is not permitted to record or film any person without their consent using any device.
 - A form requesting permission for the disclosure of a student's name or image in the Newsletter, the College magazine on the Internet or the Website or for use in promotional material or in papers or other media is distributed annually. A failure to return this form indicating your wishes will be treated as a refusal to grant permission.