



Privacy Policy Statement

This Privacy Policy outlines how St. Michael's College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth *Privacy Act 1988*.

St. Michael's College may, from time to time, review and update this Privacy Policy to take account of new laws and technologies, changes to its operations and practices and to make sure the policy remains appropriate to the changing school environment.

What kind of personal information does St. Michael's College collect and how is it collected?

The type of information St. Michael's College collects includes (but is not limited to) personal information, including sensitive information, about:

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

Personal Information provided by an individual: St. Michael's 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, and telephone calls.

Personal Information provided by other people: In some circumstances St. Michael's 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.

Exception in relation to employee records: This Privacy Policy does not apply, and the National Privacy Principles do not bind Schools, in relation to a School's treatment of an employee record, where the treatment is directly related to the current or former employment relationship between the School and employee.

How will St. Michael's College use the personal information an individual provides?

The College will use personal information it collects from an individual for the stated primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

Students and Parents: For personal information about students and Parents, St. Michael's College's primary purpose of collection is to enable the College to provide schooling for the student. 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 and magazines;
- day-to-day administration;
- to look after students' educational, social, spiritual and medical well-being;
- to seek donations and marketing for the School;
- to contribute to aggregated data that the CEO or the South Australian Commission for Catholic Schools Inc. ('**SACCS**') may require from time to time to meet their reporting, planning, contract and funding responsibilities on behalf of Schools;
- to satisfy CCES/CEO's and the College's legal obligations and allow the School to discharge its duty of care.
- to contribute to aggregated data required by the Trustees of the De La Salle Brothers to adequately discharge their legal and management obligations.

It is recognised that 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.

Job applicants, staff members and contractors: For personal information about 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:

- to administer the individual's employment or contract (as the case may be);
- for insurance purposes;
- to seek funds and marketing for the College;

- to contribute to aggregated data that SACCS and the CEO use to meet their reporting, planning, contract and funding responsibilities;
- to satisfy CCES/CEO's and the College's legal obligations (for example, in relation to child protection legislation).

Volunteers: St. Michael's College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as Parents and Friends, Old Scholars Associations, sport coaching and tutoring, to enable the College and the volunteers to work together.

Marketing and fundraising: Schools treat marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment in which both students and staff thrive. Personal information held by St. Michael's College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or Parents and Friends Association or Old Scholars Association.

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.

To whom might St. Michael's College disclose personal information?

St. Michael's College may disclose personal information (including sensitive information) held about an individual to:

- Trustees of De La Salle Brothers and employees of their Australian Provincialate.
- Schools operated by CCES/CEO;
- the Catholic Education Office in South Australia;
- SACCS;
- A Congregational School
- Catholic Church Insurances;
- government departments;
- people providing services to the College (including specialist visiting teachers, consultants and sports coaches);
- recipients of College publications, like newsletters and magazines;
- Parents; and
- anyone to whom the individual authorises the College to disclose information.

Sometimes a School may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.

Sending information overseas: St. Michael's 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); or
- otherwise complying with the National Privacy Principles.

How will sensitive information be treated?

'***Sensitive information***' means information relating to a person's racial or ethnic origin, political opinions, religion, trade unions or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health 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 the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The College staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

St. Michael's College has in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Updating personal information

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by contacting the Principal, at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

Individuals have the right to check what personal information the College holds about them

Under the *Privacy Act 1988*, individuals may seek access to any personal information that the College holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the *Privacy Act 1988*. Students will generally have access to their personal information through their Parents.

For individuals to make a request to access any information St. Michael's College holds about them, they should contact the Principal, in writing.

St. Michael's College may require individuals to verify their identity and specify what information they require. A fee may be charged to cover the cost of verifying the individual's application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the individual will be advised of the likely cost in advance.

Consent and rights of access to the personal information of students

St. Michael's 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. St. Michael's 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 the 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. Michael's College's duty of care to the student.

St. Michael's 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 student involved had reached 18 years of age, but the College could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Principal.



Enrolment - Privacy Policy

Policy Statement

Parental responsibilities

1. In enrolling my child at _____ I/we accept that s/he will be educated in the Catholic faith within a Christian educational environment.
2. I/we accept that support of school staff and co operation concerning school activities is essential.
3. I/we accept that we will abide by school policies as amended from time to time.
4. I/we accept that participation in camps is compulsory and that membership in school sporting teams takes priority over competing sporting interests.
5. I/we accept that the School/College reserves the right to suspend or expel or student for serious or continued breaches of school rules, regulations and/or policies, including conduct which brings into disrepute the good name and reputation of the School/College.
6. I/we accept the standards the School/College sets regarding grooming, uniform and personal presentation.
7. I/we accept responsibility for the payment of tuition fees and other costs associated with the education of my/our child as determined and amended from time to time by the School/College (except where exemptions/remissions have been sought and granted).
8. I/we give consent for the School/College to contact any other Catholic school which my child has previously attended for the purpose of ascertaining my/our fee paying record.
9. I/we accept that the School/College does not accept liability for damage or loss of any personal possessions of students and that insurance for students personal possessions is my responsibility.

Release of information

10. The School/College respects the privacy of personal and sensitive information regarding your family. The School/College collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the School/College. The primary purpose of collecting this information is to enable the School/College to provide schooling for your child.
11. In situations where parents are separated, it is the policy of the School/College to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School/College will abide by any court orders which prevent the release of such information.

12. Some of the information the School/College collects is to satisfy the School/College's legal obligations, particularly to enable the School/College to discharge its duty of care.
13. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
14. The School/College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the School/College including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
15. In the event of default of payment of fees, the School/College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.
16. The School/College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
17. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
18. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the School/College newsletter, magazine and our website.
19. Parents or guardians may seek access to personal information collected about them and their child by contacting the School/College. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School/College's duty of care to the student, or where students have provided information in confidence.
20. As you may know the School/College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
21. If you provide the School/College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School/College and why, that they can access that information if they wish and that the School/College does not usually disclose the information to third parties.

I acknowledge and accept all of the above terms and conditions (clauses 1-21)

Mother/Guardian (signature) _____ Date: _____

Father/Guardian (signature) _____ Date: _____

Enrolment Deposit

Enclosed is our enrolment fee of \$_____

To be refunded when my child goes into Year 9 Yes/No OR

To be credited to the School Building Fund and a receipt to be provided for income tax purposes Yes/No

I/we acknowledge that in accepting the School/College's offer I am/we are entering into a binding and legally enforceable contract with the School/College.

Mother/Guardian (*signature*)_____ Date: _____

Father/Guardian (*signature*)_____ Date:_____