

STATEMENT 15

PRIVACY STATEMENT

Your privacy is important

This statement outlines how St. Edmund's School Wahroonga uses and manages personal information provided to or collected by it. St. Edmund's is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. St. Edmund's may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to St. Edmund's School's operations and practices, and to make sure it remains appropriate to the changing St. Edmund's environment.

What kind of personal information does St. Edmund's collect and how does St. Edmund's collect it?

The type of information St. Edmund's may collect and hold can include (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at a NSW Catholic school
- job applicants, staff members, volunteers and contractors and
- other people who come into contact with St. Edmund's

Personal Information you provide: As noted, St. Edmund'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
- telephone calls

On occasions people other than parents and pupils provide personal information, including Diocesan Education Offices and Catholic schools

Personal Information provided by other people

As noted, in some circumstances St. Edmund's may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or advice from another school.

Exception in relation to employee records

Under the Privacy Act the National Privacy Principles do not apply to an employee record.

As a result, this Privacy Policy does not apply to St. Edmund's School's treatment of employee records where the treatment is directly related to a current or former employment relationship between St. Edmund's and an employee.

How will St. Edmund's use the personal information you provide?

St. Edmund's will use personal information it collects from you for the primary purpose of collection, which is the provision of Catholic schooling, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

pupils and parents: In relation to personal information of pupils and parents, St. Edmund's primary purpose of collection is to enable St. Edmund's to provide schooling for pupils enrolled in a special education environment. This includes satisfying both the needs of parents and the needs of pupils throughout the whole period any pupil is enrolled in at St. Edmund's.

The purposes for which St. Edmund's may use personal information of pupils and parents include:

- to keep relevant authorities informed about matters related to schooling, through reports, correspondence, newsletters, advertising material and website
- day-to-day administration
- looking after pupils' educational, social, spiritual and medical wellbeing
- seeking donations and marketing for special education at and within the scope of the outreach programs at St. Edmund's
- to satisfy St. Edmund's School's legal obligations and allow St. Edmund's to discharge its duty of care
- to promote the secular and religious education of students at St. Edmund's.

Failure of Pupils/Parents to Provide Personal Information

In some cases where St. Edmund's requests personal information about a pupil or parent, if the information requested is not obtained, St. Edmund's may not be able to enrol or continue the enrolment of the pupil or provide an educational service for a pupil within any of its outreach programs.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, St. Edmund's School'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. Edmund's uses personal information of job applicants, staff members and contractors include:

- administering the individual's employment or contract, as the case may be
- insurance purposes
- seeking funds and marketing for St. Edmund's
- satisfying St. Edmund's School's legal obligations, for example, in relation to Child Protection legislation.

Volunteers

St. Edmund's may also obtain personal information about volunteers where volunteers provide services for the school or relevant school authorities associated with St. Edmund's.

Marketing and fundraising: St. Edmund's treats marketing for the future growth and development of the school as a special education facility as an important part of ensuring that St. Edmund's continues to be a quality service provider within the Catholic Special Education Sector.

Personal information held by St. Edmund's may be disclosed to an organisation that assists in St. Edmund's School's marketing. Parents, staff, contractors and other members of the wider St. Edmund's community may from time to time receive fundraising information. St. Edmund's publications, like newsletters, brochures and magazines, which include personal information, may be used for the purpose of marketing St. Edmund's School.

Who might St. Edmund's disclose personal information to?

St. Edmund's may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Church agencies, Parishes and Diocesan Education Offices, CCER and Professional Standards Office
- EREA Eastern Region
- Government departments (both Commonwealth and State)
- Medical practitioners
- People providing services to St. Edmund's, including Royal Blind Society, Guide Dogs, Vision Australia and specialist visiting teachers and sports coaches

- Recipients of St. Edmund's publications, like newsletters and magazines
- Parents, and
- Anyone you authorise St. Edmund's to disclose information to.

Sending information overseas

St. Edmund'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 i.e. Full Fee Paying Overseas Students (FFPOS)); or
- otherwise complying with the National Privacy Principles

How does St. Edmund's treat sensitive information?

In referring to 'sensitive information', St. Edmund's means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union 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 you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

All St. Edmund's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

St. Edmund's has in place reasonable steps to protect the personal information St. Edmund's holds from misuse, loss, unauthorised access, modification or disclosure. St. Edmund's may do this by use of various methods including, as necessary, locked storage of paper records and password access rights to computerised records.

Updating personal information

St. Edmund's 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 St. Edmund's by contacting the Secretary of St. Edmund's at any time on ph: (02) 9487-1044 or email: secretary@stedmunds.nsw.edu.au The National Privacy Principles require St. Edmund's not to store personal information longer than necessary.

You have the right to check what personal information St. Edmund's holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which St. Edmund's holds about them and to advise St. Edmund's of any perceived inaccuracy. There are some exceptions to this right set out in the Act.

Pupils will generally have access to their personal information through their Parents, but older pupils, appropriate to the nature of their intellectual disability, may seek access themselves. To make a request to access any information St. Edmund's holds about you or your child, please contact St. Edmund's in writing, email will be accepted. St. Edmund's may require you to verify your identity and specify what information you require. St. Edmund'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. Edmund's will advise the likely cost in advance.

St. Edmund's may deny access to information it holds about you if:

- provision of such access would be inconsistent with its "duty of care" to pupils
- provision of such access would have an unreasonable impact upon the privacy of others
- the information requested falls within the Privacy Act exemption relating to existing or anticipated legal proceedings

Consent and rights of access to the personal information of pupils

St. Edmund's respects every Parent's right to make decisions concerning their child's education. Generally, St. Edmund's will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St. Edmund'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. Parents may seek access to personal information held by St. Edmund's about them or their child by contacting the St. Edmund's on ph: (02) 9487-1044 or email: secretary@stedmunds.nsw.edu.au 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. Edmund's School's duty of care to the pupil.

St. Edmund's may, at its discretion, on the request of a pupil grant that pupil access to information held by St. Edmund'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

If you would like further information about the way St. Edmund's manages the personal information it holds, please contact the school.