



**ST JOSEPH'S COLLEGE
GREGORY TERRACE**

PRIVACY POLICY

St Joseph's College, Gregory Terrace, as part of Edmund Rice Education Australia (EREA), is firmly committed to protecting the privacy of its employees or prospective employees, students and family members of students, as they interact with us from time to time. This privacy policy applies to students, family members of students and employees.

We aim to maintain a safe and secure system of handling your personal information, while allowing you to access your personal information as required. For this reason, we ensure that your personal information is handled in strict compliance with the Commonwealth Government's National Privacy Principles. Further information on Australian Privacy laws is available from the internet site www.privacy.gov.au

The policy sets out the principles that **St Joseph's College, Gregory Terrace**, and its constituent entities, ("**Terrace**") adopts in order to protect personal information. These principles deal generally with the collection, use and disclosure, security, and access to personal information.

1. DEFINITIONS

"**Employee**" means each and every employee working within St Joseph's College, Gregory Terrace, including any job applicant or prospective employee;

"**Employee Record**" means an employee record as defined in the Privacy Act 1988 (Cth);

"**Family Member**" means a parent, step-parent, carer, legal guardian or family member of the student, as the context dictates;

"**Student**" means prospective, current or past student of Terrace, as the context dictates.

2. COLLECTION OF YOUR INFORMATION

2.1 We only collect personal information that is necessary for us to carry on our functions and activities as a private educational institution, including:

- (a) matters relating to an Employee's employment by Terrace;
- (b) matters relating to the enrolment, education, welfare or health of a student;
- (c) matters relating to Terrace functions or events;
- (d) matters relating to charitable donations or fund raising for Terrace and the Catholic Church generally, or charities supported or sponsored by us;
- (e) compliance with our statutory obligations in respect of adult interaction with minors; and
- (f) any other matter reasonably necessary to function as a private educational institution.

The constituent entities of Terrace (e.g. Gregory Terrace Foundation) may, in the course of their fundraising or support activities and interviews with persons associated with Terrace, receive personal and sensitive information as described in Clause 3 below. These entities may receive Personal Information that is voluntarily offered, pursuant to Clause 3.1 however, generally they do not have the authority or need to actively seek and obtain Sensitive Information as described in Clause 3.4 below.

In the event that Personal Information or Sensitive Information inadvertently comes into the possession or knowledge of a Terrace entity, for which that entity has no need or authority to collect or keep that information then that information will be destroyed or removed from all records held by that entity as soon as is practicable.

3. **PERSONAL INFORMATION**

3.1 Personal information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent or can be reasonably ascertained, from the information or opinion. However, personal information for the purposes of this privacy policy excludes Employee Records for existing or former employees of Terrace.

3.2 Personal information pertaining to an Employee, Family Member or student **MAY BE** collected by Terrace where that information is required for Terrace to conduct its functions and activities as an educational institution.

3.3 Personal information that may be collected includes, but is not limited to:

- (a) Family Members' names, telephone numbers, addresses, email addresses, vehicle registration details, marital status/problems, custody details, doctor's name and contact information, Medicare number, educational history and qualifications, occupations and professional associations;
- (b) A student's name, address, phone number, date of birth (and age), birth certificate, next of kin details, conduct reports, emergency contact numbers, names of doctors, school reports, assessments, referrals (e.g. government welfare agencies/departments), correspondence with Family Members, photos, current/previous schools, health fund details and Medicare number;
- (c) A student's sibling(s) names and dates of birth;
- (d) An Employee's name, company name, phone number, email address, tax file number, date of birth, contact details of next of kin, emergency contact numbers including a doctor, residency status/work visa status, qualifications, education, academic transcript, work permit, passport, details of previous salary, salary being sought and other salary details, details of referees, bank account numbers, superannuation details, marital status, letters of appointment,/complaint, warning/resignation, record of interview, leave applications, discipline issues, professional development appraisals, performance review, photograph, applications for promotion, references, commencement date, employment agency details and former employers; and
- (e) Information that is required to be collected for the purpose of Terrace's accountability for government funding.

3.4 **Sensitive Information**

- (a) The collection of sensitive information is prohibited, except where that information is exempt sensitive information (see below).

(b) Sensitive Information is personal information relating to an individual detailing:

- (i) Racial or ethnic origin
- (ii) Religious beliefs or affiliations
- (iii) Health information about an individual
- (iv) Political opinions
- (v) Philosophical beliefs
- (vi) Criminal record
- (vii) Membership of a political association
- (viii) Membership of a trade union; and
- (ix) Sexual preferences or practices

(c) Exempt sensitive information is personal information relating to an individual detailing:

- (i) Racial or ethnic origin
- (ii) Criminal record
- (iii) Membership of a trade union
- (iv) Religious beliefs or affiliations; and
- (v) Health information about an individual

(d) Exempt sensitive information may be collected by Terrace, where you acknowledge and agree to the collection of such information.

(e) This information would only be collected by Terrace to enable it to carry out its functions and activities as a private educational institution or where its collection is required for Terrace to meet its statutory obligations including those functions set out in Clause 2.1 above.

4. USE AND DISCLOSURE OF YOUR INFORMATION

4.1 Terrace will only use your personal information or exempt sensitive information for the purposes for which it was collected. In the event we propose to disclose such information, otherwise than to a readily apparent third party or for use outside our business activities we will first obtain your written consent prior to such disclosure or use.

4.2 Your information may be disclosed to any of the entities making up Terrace both in Australia and overseas, as well as its supporting groups **ONLY** insofar as the information relates to the functions and activities of those entities or supporting groups including:

- a) Parents and Friends
- b) Terrace Ladies Group
- c) The Trustees of the Christian Brothers
- d) The Gregory Terrace Foundation
- e) Cultural and Sporting support groups; and
- f) Each school/ministry/related body corporate, being legally related to EREA

and you acknowledge and agree that these entities are considered to be part of Terrace or a readily apparent third party as described in Clause 4.1 above.

4.3 An Employee, Family Member or Student may be photographed, and/or named in the publications of the entities described in Clause 4.2 above, including but not limited to, any internet site, year book advertising, promotional material or press release, unless you expressly request that no such use be made of the image and/or name.

- 4.4 If you have received communications from Terrace, and you no longer wish to receive those sorts of communications, you should contact the College Administration and we will ensure the relevant communication ceases.
- 4.5 Any other use or disclosure we make of personal information will only be as required by law or as permitted by the Privacy Act 1988 or by your consent to this document.

5. **DATA QUALITY AND SECURITY**

- 5.1 We will take all reasonable steps to:
 - a) Make sure that the personal information we collect, use or disclose is accurate, complete and up to date;
 - b) Protect the information from misuse, loss, unauthorized access, modification or disclosure both physically and through computer security methods; and
 - c) Destroy or permanently de-identify the information if it is no longer needed for any purpose

6. **ACCESS TO AND CORRECTION OF THE INFORMATION**

- 6.1 If you would like access to any records of personal information that we have about you or if you believe any information we have about you requires correction, please contact the College Administration.

7. **CONSENT**

- 7.1 I accept the terms of this privacy policy, and consent to the personal information, as detailed in Clause 3, to be used or disclosed in the manner detailed in Clause 4, for the purposes in Clause 2.1

SIGNED

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] Signature of Employee

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Name of Employee

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Address of Employee

SIGNED

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] Signature of mother/guardian

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Name of mother/guardian

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Address of mother/guardian

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] Signature of father/guardian

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Name of father/guardian

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Address of father/guardian

FOR THE STUDENT:

I promise to keep the College Rules and follow the College Code of Behaviour

STUDENT SIGNED.....

DATED THISDAY OF

I accept the above student for enrolment at St Joseph's College, Gregory Terrace.

Peter Chapman
COLLEGE PRINCIPAL