



PRIVACY POLICY

Purpose:

To Set out how Trinity Catholic College Lismore manages personal information provided to or collected by it.

Trinity Catholic College Lismore is bound by the Australian Privacy Principles contained in the *Commonwealth Privacy Act 1988* and must comply with the Commonwealth legislation, viz. The *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Relevant to: **All Members of Staff**
All Volunteers & Contractors

Responsible Officer(s): Principal

Date of Introduction: 21 December, 2001

Date of Review: May 2009

Modification History: November 2005, April 2014, March 2016,
September 2016

Related Documents:

- *Standard Collection Notice: Addendum 1*
- *Alumni Collection Notice: Addendum 2*
- *Employment Collection Notice: Addendum 3*
- *Contractor/Volunteer Collection Notice: Addendum 4*
- The Privacy Act 1988 and The *Privacy Amendment (Enhancing Privacy Protection) Act 2012*
- *Thirteen Australian Privacy Principles (APPs)*

Related Forms:

Ratified by College Council: 22nd September, 2016

POLICY

The Principal and his delegates collect and manage personal information provided to Trinity Catholic College and collected by it for the effective management of the College. Trinity is bound by the Commonwealth Privacy Act 1988 and the Australian Privacy Principles (APPs) contained in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, (effective 12th March 2014).

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

What kind of personal information does Trinity collect and how does Trinity collect it?

The type of information Trinity collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- ◆ students and Parents and/or Guardians before, during and after the course of a student's enrolment at Trinity:
 - name, contact details (including next of kin), date of birth, previous school and religion;
 - medical information (eg. Details of disability and/or allergies, absence notes, medical reports and name of doctor/dentist and specialist health professionals);
 - conduct and complaint records, or other behaviour notes, and school reports;
 - information about referrals to government welfare agencies;
 - counselling reports;
 - health fund details and medicare number;
 - any court orders;
 - volunteer information; and,
 - photos and videos at school events.

- ◆ job applicants, Members of Staff, volunteers and contractors:
 - name, contact details (including next of kin), date of birth, and religion;
 - information on job application;
 - professional development history;
 - salary and payment information, including superannuation details;
 - medical information (eg. Details of disability and/or allergies, and medical certificates);

- complaint records and investigation reports;
 - leave details;
 - photos and videos at school events;
 - workplace surveillance information;
 - work emails and private emails (when using work email address) and Internet browsing history; and
- ◆ other people who come into contact with Trinity:
- name and contact details and any other information necessary for the particular contact with the College.

Personal Information you provide: Trinity will generally collect personal information held about an individual by way of forms filled out by Parents / Guardians or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents / Guardians and students provide personal information.

Personal Information provided by other people: In some circumstances Trinity 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, the Australian Privacy Principles and the Health Records Act do not apply to an employee record. As a result, this Privacy Policy does not apply to Trinity's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between Trinity and employee.

How will Trinity use the personal information you provide?

Trinity will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, to which you have consented.

Students and Parents/Guardians: In relation to personal information of students and Parents/Guardians, Trinity's primary purpose of collection is to enable Trinity to provide schooling to pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College. This includes satisfying the needs of Parents/Guardians, the needs of the student and the needs of the College throughout the whole period the pupil is enrolled at the College.

The purposes for which Trinity uses personal information of students and Parents / Guardians include:

- to keep Parents / Guardians informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social, spiritual and medical wellbeing;

- seeking donations and marketing for Trinity; and,
- to satisfy Trinity's legal obligations and allow Trinity to discharge its duty of care.

In some cases where Trinity requests personal information about a student or parent, if the information requested is not obtained, Trinity may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants, and contractors: In relation to personal information of job applicants and contractors, Trinity's primary purpose of collection is to assess and (if successful) to engage the applicant or contractor, as the case may be.

The purposes for which Trinity uses personal information of job applicants, and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for Trinity; and,
- to satisfy Trinity's legal obligations, for example, in relation to child protection legislation.

Volunteers: The College also obtains personal information about volunteers who assist Trinity in its functions or conduct associated activities, such as ex-students association, canteen, book room, special education assistants, to enable Trinity and the volunteers to work together.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of Trinity as an important part of ensuring that Trinity continues to provide a quality learning environment in which both students and Members of Staff thrive. Personal information held by Trinity may be disclosed to an organisation that assists in Trinity's fundraising, for example, Trinity's Foundation or alumni organisation.

Parents / Guardians, Members of Staff, contractors and other members of the wider Trinity community may from time to time receive fundraising information. Trinity publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

To whom might Trinity disclose personal information to and store your information with?

Trinity may disclose personal information, including sensitive information, held about for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments;
- the Catholic Schools Office, the Catholic Education Commission, the College's local Diocese and the parish, other related Church agencies/entities, and schools within other Diocese;
- the College's local Parish (St Carthage's);

- medical practitioners;
- people providing educational, support and health services to Trinity, including specialist visiting teachers, sport coaches, volunteers, counsellors and providers of learning and assessment tools;
- assessment and educational authorities including the Australian Curriculum, assessment and Reporting Authority;
- people providing administrative and financial services to the College;
- recipients of College publications, like newsletters and magazines;
- Students' Parents or Guardians; and
- anyone you authorise Trinity to disclose information to; and,
- anyone to whom we are required or authorised to disclose the information by law, including child protection laws.

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

The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's server which may be situated outside Australia.

An example of such a cloud service provider is Google. Google provides the 'Google Apps for Education' (GAFE) including Gmail, and stores and processes limited personal information for this purpose. College personnel and its service providers may have the ability to access, monitor, use or disclose emails, communications (eg. Instant messaging) documents and associated administrative data for the purpose of administering GAFE and ensuring its proper use.

How does Trinity treat sensitive information?

'Sensitive information', is that which relates to 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

Trinity's Members of Staff are required to respect the confidentiality of students' and Parents / Guardians' personal information and the privacy of individuals.

Trinity has in place steps to protect the personal information that Trinity holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass word access rights to computerised records.

Access and Correction of Personal Information:

Under the Commonwealth Privacy Act 1988, an individual has the right to seek and obtain access to any personal information with the College holds about them and to advise the College of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their parents/guardians, 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 to update any personal information the College holds about you or your child, please contact the College by telephone or in writing.

The College may require you to verify your identity and specify what information you require. The College 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 the College 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 students:

Trinity respects every Parent's / Guardian's right to make decisions concerning their child's education.

Generally, Trinity will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents / Guardians. Trinity will treat consent given by Parents / Guardians as consent given on behalf of the student, and notice to Parents / Guardians will act as notice given to the student.

Parents / Guardians may seek access to personal information held by Trinity about them or their child by contacting the Principal or Administration Manager by telephone or in writing. However, there may 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 Trinity's duty of care to the student.

Trinity may, at its discretion, on the request of a student grant that student access to information held by Trinity about them, or allow a student to give or withhold consent to the use of their personal information, independently of their

Parents / Guardians. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

Enquiries and complaints:

If you would like further information about the way Trinity manages the personal information it holds, or wish to complain that you believe that Trinity has breached the Australian Privacy Principles, please contact the School Principal by writing or telephone at: Trinity Catholic College Lismore, 1 Dawson Street, Lismore NSW 2480, telephone: (02) 6627 6634 or Principal@trinitylismore.nsw.edu.au The College will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

STANDARD COLLECTION NOTICE

1. The College collects personal information, including sensitive information about students and Parents or Guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupils enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - a. other schools and teachers at those schools;
 - b. government departments;
 - c. Catholic Education (or Schools) Office, the Catholic Education Commission, the School's local diocese and the parish, other related church agencies/entities, and Schools within other Dioceses;
 - d. Medical practitioners;
 - e. People providing educational, support and health services to the School, including specialist visiting teachers, sport coaches, volunteers, counsellors and providers of learning and assessment tools;
 - f. Assessment and educational authorities, including the NSW Education Standards Authority, and the Australian Curriculum, Assessment and Reporting Authority;
 - g. People providing administrative and financial services to the College;
 - h. Anyone you authorise the College to disclose information to; and,
 - i. Anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their Parents or guardians.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated

outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

8. The College's Privacy Policy, accessible on the College's website, <http://trinitylismore.nsw.edu.au/privacy-policy/> sets out how Parents or students may seek access to and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's Duty of Care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College's Privacy Policy also sets out how Parents/guardians and students may make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities [solely for that purpose]. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in School Newsletters and magazines, on our intranet [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will obtain permissions (annually) from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos (or other identifying material) in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' Parents/Guardians contact details in a class list and school directory.
13. If you provide the 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 College and why.

ALUMNI COLLECTION NOTICE

1. We may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Trinity Catholic College and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of Trinity Catholic College Ex Students register.
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Trinity Catholic College to assist in its fundraising activities. If you do not agree to this, please advise us now.
4. Trinity Catholic College may publish details about you in our publications such as The Trinity Times and the College's website. If you do not agree to this you must advise us now.
5. The College's Privacy Policy, accessible on the College's Website, contains details of how you may seek access to and correction of your personal information which the College has collected and holds, and how you may complain about a breach of the Australian Privacy Principles (APPs).
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained the College's Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to this College and why.

EMPLOYMENT APPLICATION COLLECTION NOTICE

1. In applying for this position you will be providing Trinity Catholic College Lismore with personal information. We can be contacted at 1 Dawson Street, Lismore, NSW 2480; Telephone (02) 6627 6600; Email: admin@trinitylismore.nsw.edu.au
2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. The College's Privacy Policy accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) and how you may seek access to and correction of personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
4. We will not disclose this information to a third party without your consent unless otherwise permitted.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws.
6. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as email services. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service providers servers which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the Schools Privacy Policy.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

CONTRACTOR/VOLUNTEER COLLECTION NOTICE

1. In offering, applying or agreeing to provide services to the College, you will be providing Trinity Catholic College Lismore with personal information. We can be contacted 1 Dawson Street, Lismore, NSW 2480; Telephone (02) 6627 6600; Email: admin@trinitylismore.nsw.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for the period of your engagement.
4. The College's Privacy Policy, accessible on the College's website, contains details of how you may complain about a breach of the Australian Privacy Principles (APPs) and how you may seek access to and correction of your personal information which the school has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.
5. We will not disclose this information to a third party without your consent unless otherwise permitted to.
6. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws.
7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside of Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why.

Overview of the thirteen Australian Privacy Principles (APPs):

APP 1: Open and Transparent Management of Personal Information	A school must take reasonable steps to implement practices, procedures and systems relating to the school's functions that ensure the school complies with the APPs and will enable the school to deal with inquiries or complaints. A school must have a Privacy Policy which meets the requirements as set out in AAP1.
AAP 2: Anonymity and Pseudonymity	A school must provide individuals with the option of being dealt with anonymously; this will not apply if it is impractical.
AAP 3: Collection of Solicited Personal Information	A school can only collect information where it is "reasonably necessary". Sensitive information can only be collected with consent, unless an exception applies or it is reasonably necessary for one of the school's functions or activities
AAP 4: Dealing with Unsolicited Personal Information	If a school received unsolicited personal information they must consider whether they were allowed to collect it under AAP 3; if not, the information will generally need to be destroyed or de-identified.
AAP 5: Notification of the Collection of Personal Information	Most schools use a standard collection notice to notify an individual of the collection of personal information. A school must notify an individual about how they can access, correct, make a complaint, and if the school discloses information overseas, to which countries.
AAP 6: use or Disclosure of Personal Information	Additional exceptions apply for circumstances where a school can use or disclose personal information, i.e. to assist in finding a missing person
AAP 7: Direct Marketing	A school can only use personal information if an individual has consented to it, or reasonably expects that their information will be used for direct marketing. Schools must provide an 'opt out' option.
AAP 8: Cross-Border Disclosure of Personal Information	A school must take all steps reasonable to ensure an overseas recipient does not breach the AAPs.
AAP 9: Adoption, use or Disclosure	A school must not disclose a government related identifier of an individual unless an exemption applies.
AAP 10: Quality of Personal Information	A school must ensure that the personal information they use or disclose is accurate, up to date and complete.
AAP 11: Security of Personal Information	A school must take steps to protect information from misuse, interference, loss, unauthorised access, modification and disclosure. If the school no longer uses information, it must destroy and de-identify information in accordance with the AAPs.
AAP 12: Access to Personal Information	A school must deal with access to personal information, requests for access, charges for access and refusal for access in accordance with AAP 12.
AAP 13: Correction of Personal Information	A school must take reasonable steps to ensure that the information they hold is correct.