



AQUINAS COLLEGE PRIVACY POLICY

Originally released: 2001

Reviewed: 2018

Next Review: 2020

RATIONALE

Aquinas College (College), as part of Edmund Rice Education Australia, is committed to protecting the privacy of its employees, students and parents.

The College collects information from members of the Aquinas community. The College acknowledges the importance of this information and the significance of protecting the information they hold.

The College is bound by the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth) (the Act).

DEFINITIONS

Employee means all employees employed by the College, including applicants and prospective Employees.

Employee Record means a record as defined in the Act.

Parent is the parent / guardian / carer of a Student.

Student means prospective, current or past student of the College.

Personal information is information or an opinion, whether true or not, and whether recorded in material form or not, about an identified individual or an individual whose identity is reasonably apparent, or can be determined, from the relevant information or opinion.

Sensitive information is a type of personal information. It includes information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preference or practice, or criminal record. Sensitive information also includes biometric information that is used for the purpose of automated biometric verification, biometric identification or biometric templates.

Health information is a subset of sensitive information. It is information or an opinion about the health or disability of an individual and information collected to provide, or in providing a health service.

Health service includes an activity performed to assess, record, maintain or

improve an individual's health, to diagnose an illness or disability, to treat an individual, or the dispensing on prescription of a drug or medicinal preparation by a pharmacist.

PURPOSE

The College collects, holds, uses and discloses personal information so that it can exercise its function and activities, and fulfil relevant duties and obligations. The College collects and holds personal information, sensitive information and health information about Students, Parents and Employees.

The College generally deals with personal and sensitive information regarding:

- a) Students and Parents relating to the enrolment of the student at the College;
- b) Job applicants, staff members, volunteers and contractors; and
- c) Persons who are involved with the College.

The College collects personal information about individuals to satisfy legal obligations and to fulfil its educational purpose. If the College requests information to be provided and the request is not complied with, the College may be unable to enrol a prospective student or continue enrolment of a current Student.

COLLECTION

Personal Information

The College collects personal information about an individual by way of forms, face-to-face meetings, interviews and telephone calls. Other individuals may provide personal information about a person in dealings with the College.

The College may collect personal information about an individual from a third party, for example, a medical practitioner providing a report.

Collection of personal information from a third party will be undertaken where it is reasonably necessary to do so. Any personal information that is unsolicited will be dealt with in accordance with the APPs

Sensitive Information

Sensitive information will be collected by the College where it is reasonably necessary for one or more of the College's

functions or activities. It will only be collected with consent, unless an exception under the APPs applies.

Employee Records

The Act does not apply to employment records that concerns current and former staff of the College.

USE AND DISCLOSURE

The College will only use and disclose personal information for the primary purpose of collection.

Personal information will only be used for a secondary purpose if consent has been obtained, where it is reasonably expected or if such use or disclosure falls within a permitted exception.

Sensitive information will be used and disclosed for the primary purpose of collection, unless the College is advised otherwise, or the use or disclosure is required / permitted by law.

QUALITY OF INFORMATION AND SECURITY

The College endeavours to ensure that the personal information it holds is accurate, complete and up to date.

The College will take all reasonable steps to:

- a) Protect personal information from misuse, interference, loss, unauthorised access, modification or unauthorised disclosure; and
- b) Destroy or de-identify information that is no longer needed.

ACCESS TO PERSONAL INFORMATION

Access to records of personal information that the College holds or concerns about the accuracy of information held by the College should be directed to the Privacy Officer at the College.

Under the Act, an individual has the right to obtain access to personal information that the College holds about them; there are exceptions to this, for example, where access may impact the privacy of others or pose as a threat to the individual.

To make a request to access personal information the College requires a request in writing. The College will respond to this request within 10 business days. Where

it is reasonable, the College will provide access in the manner requested. The College may charge a fee to provide access to the personal information, however, will not charge for the request for access.

If a request for access is refused, the College will provide written reasons on why the request was refused. Details on how to make a complaint will also be included in this response.

OVERSEAS DISCLOSURE AND CLOUD

The College is likely to utilise international “cloud” service providers in the future that may result in personal data being stored on servers located outside of Australia. As a result, personal information about an individual may be disclosed to persons overseas.

When selecting an international “cloud” service provider the College will take all steps reasonable to ensure the service provider complies with the APPs.

COLLEGE FOUNDATION

The Aquinas College Foundation operates independently from the College Board to secure a sound financial future for the College.

The Foundation was established to support and assist the Board to encourage and foster the interest and financial support of past students, parents of students and friends of the College to preserve, improve and develop College services, property and facilities.

Personal information collected may be used to make a marketing or fundraising appeal.

MARKETING AND FUNDRAISING

The College engages in marketing and fundraising as a means to promote future growth, sustain, and improve the educational environment for Students.

Personal information collected may be used to make a marketing or fundraising appeal. The College will abide by any direction from an individual not to disclose personal information to third parties for marketing purposes.

The College anticipates parents of students will willingly receive any such marketing or fundraising material and consider their response at the time as this activity delivers benefits for current or future students.

The College also allows individuals to “opt-out” by writing to the Headmaster.

COMPLAINTS

If an individual believes that the College has breached the APPs, a complaint can be

made to the College.

All complaints should be in writing and directed to the Privacy Officer. The College will investigate complaints in a timely manner and respond in writing.

If an individual is not satisfied with the College's response, a complaint can be lodged with the Office of the Australian Information Commissioner on the following link:

[Making a privacy complaint](#)

CONTACT DETAILS

Privacy Officer
Aquinas College
Locked Bag 11, Bentley DC WA 6983