

## Privacy Policy 2018

---

### Introduction

The purpose of this policy is to ensure that in the course of Emmaus College activities we manage and protect personal information in accordance with the Privacy Act 1988 (Cth.) (**Privacy Act**) and the 13 Australian Privacy Principles (APPs).

This policy outlines the circumstances in which we obtain personal information, how we use that information and we manage requests to access and or change that information.

This policy applies to all staff, volunteers and contractors of Emmaus College and its related bodies.

### What is personal information and how do we collect it?

Personal information is information or an opinion about an individual from which they can be reasonably identified. Depending on the circumstances, we may collect personal information from an individual in their capacity as a student, contractor, volunteer, stakeholder, job applicant or in some other capacity.

In the course of providing services we may collect and hold:

- **Personal Information** including names, addresses and other contact details; dates of birth; and financial information.
- **Sensitive Information** including government identifiers (such as TFN), nationality, country of birth, professional memberships, family court orders and criminal records.
- **Health Information** (particularly in relation to prospective staff and customer records) including medical records, disabilities, immunization details and psychological reports.

As part of our recruitment processes for employees, contractors and volunteers, we may collect and hold:

- **Personal Information** including names, addresses and other contact details; dates of birth, financial information, citizenship and driver's license information.
- **Sensitive Information** including government identifiers (such as TFN), nationality, country of birth, professional memberships, family court orders and criminal records.
- **Health Information** (particularly in relation to prospective staff) including medical records, disabilities, immunization details and psychological reports.

Generally, we will seek consent from the individual in writing before we collect their sensitive information (including health information)

### Collection of Personal Information

The collection of personal information depends on the circumstances in which Emmaus College is collecting it. If it is reasonable and practicable to do so, we collect personal information directly from the individual.

### Personal Information Provided by Other People

In some circumstances the 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. The type of information the School may collect from another school may include;

- academic records and or achievement levels
- information that may be relevant to assisting the new school meet the needs of the student including any adjustments

### Employee Records

Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the College and an employee. The

---

School handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic)

### **Anonymity**

The College needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the School may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

### **Solicited Information**

Emmaus College has, where possible, attempted to standardize the collection of personal information by using specifically designed forms (e.g. our Enrolment Application Forms). However, given the nature of our operations we often also receive personal information by email, letters, notes, via our website, over the telephone, in face to face meetings and through financial transactions.

We may also collect personal information from other people (e.g. a third party administrator, referees for prospective employees) or independent sources. However, we will only do so where it is not reasonable and practicable to collect the personal information from the individual directly.

### **Information Collected from our Website**

We may collect information based on how individuals use our website. We use "cookies" and other data collection methods to collect information on website activity such as the number of visitors, the number of pages viewed and the internet advertisements which bring visitors to our website. This information is collected to analyse and improve our website, marketing campaigns and to record statistics on web traffic. We do not use this information to personally identify individuals.

### **Unsolicited information**

Emmaus College may be provided with personal information without having sought it through our normal means of collection. This is known as "unsolicited information" and is often collected by:

- Misdirected postal mail – letters, notes, documents
- Misdirected electronic mail – emails, electronic messages
- Employment applications sent to us that are not in response to an advertised vacancy
- Additional information provided to us which was not requested

Unsolicited information obtained by Emmaus College will only be held, used and or disclosed if it is considered as personal information that could have been collected by normal means. If that unsolicited information could not have been collected by normal means then we will destroy, permanently delete or de-identify the personal information as appropriate.

### **Collection and use of sensitive information**

We only collect sensitive information if it is:

- reasonably necessary for one or more of these functions or activities, and we have the individuals consent
- necessary to lessen or prevent a serious threat to life, health or safety
- another permitted general situation
- another permitted health situation.

We may share sensitive information to other entities in our company group, but only if necessary for us to provide our products or services.

## How do we use personal information?

Emmaus College only uses personal information that is reasonably necessary for one or more of our functions or activities (the primary purpose) or for a related secondary purpose that would be reasonably expected by the individual, or for an activity or purpose to which the individual has consented.

Our primary uses of personal information include, but are not limited to:

- providing education, pastoral care, extra-curricular and health services
- satisfying our legal obligations including our duty of care and child protection obligations
- keeping parents informed as to school community matters through correspondence, newsletters and magazines
- marketing, promotional and fundraising activities
- supporting the activities of school associations such as [Alumni Association]
- supporting community based causes and activities, charities and other causes in connection with the School's functions or activities
- helping us to improve our day-to-day operations including training our staff
- systems development; developing new programs and services; undertaking planning, research and statistical analysis
- school administration including for insurance purposes
- the employment of staff
- the engagement of volunteers.
- To satisfy the College service providers' legal obligations, including the Catholic Education Commission of Victoria Ltd (CECV) and the Catholic Education Offices.

In some cases

- We will only use or disclose sensitive or health information for a secondary purpose if you would reasonably expect us to use or disclose the information and the secondary purpose is directly related to the primary purpose.
- We may share personal information to related bodies corporate, but only if necessary for us to provide our services.
- The College may disclose information about an individual to overseas recipients only when it is necessary, for example to facilitate a student exchange program. The College will not however send information about an individual outside of Australia without their consent.

## School Counsellors

The College employs counsellors to provide counselling services to students. The Principal (or his delegate) may require the Counsellor to inform him or her or other teachers of any issues the Principal (or his delegate) and the Counsellor believe may be necessary for the College to know for the wellbeing or development of the student who is counselled or other students at the College.

## Storage and Security of Personal Information

Emmaus College stores personal information in a variety of formats including, but not limited to:

- databases
- hard copy files
- personal devices, including laptop computers
- third party storage providers such as cloud storage facilities
- paper based files.

Emmaus College takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorized access, modification or disclosure.

These steps include, but are not limited to:

- Restricting access and user privilege of information by staff depending on their role and responsibilities.
- Ensuring staff do not share personal passwords.
- Ensuring hard copy files are stored in lockable filing cabinets in lockable rooms. Staff access is subject to user privilege.
- Ensuring access to Emmaus College's premises are secured at all times.
- Ensuring our IT and cyber security systems, policies and procedures are implemented and up to date.
- Ensuring staff comply with internal policies and procedures when handling the information.
- Undertaking due diligence with respect to third party service providers who may have access to personal information, including customer identification providers and cloud service providers, to ensure as far as practicable that they are compliant with the Australian Privacy Principles or a similar privacy regime.
- The destruction, deletion or de-identification of personal information we hold that is no longer needed, or required to be retained by any other laws.

Our public website may contain links to other third-party websites outside of Emmaus College. The College is not responsible for the information stored, accessed, used or disclosed on such websites and we cannot comment on their privacy policies.

### **Responding to data breaches**

Emmaus College will take appropriate, prompt action if we have reasonable grounds to believe that a data breach may have, or is suspected to have occurred. Depending on the type of data breach, this may include a review of our internal security procedures, taking remedial internal action, notifying affected individuals and the Office of the Australian Information Commissioner (OAIC).

If we are unable to notify individuals, we will publish a statement on our website and take reasonable steps to publicise the contents of this statement.

### **Disclosure of personal information**

Personal information may be disclosed to government agencies, related entities and other recipients from time to time, if the individual:

Personal information is used for the purposes for which it was given to Emmaus College or for purposes which are directly related to one or more of our functions or activities. The College may disclose personal information, including sensitive information held about an individual for educational, administrative and support purposes.

- Has given consent; or
- Would reasonably expect the personal information to be disclosed in that manner.

Emmaus College may disclose personal information without consent or in a manner which an individual would reasonably expect if:

- We are required to do so by law.
- The disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety.
- Another permitted general situation applies.
- Disclosure is reasonably necessary for a law enforcement related activity.
- Another permitted health situation exists.

## **Nationally Consistent Collection of Data on School Students with a Disability**

The College is required by the Federal Australian Education Regulation (2013) and the Australian Education Act 2013 (Cth.) (AE Act) to collect and disclose certain information under the Nationally Consistent Collection of Data (NCCD) on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

## **Disclosure of your personal information to overseas recipients**

The College may disclose personal information about an individual to overseas recipients, for instance to facilitate an overseas exchange. However, the College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual; or
- Otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Personal information about an individual may be disclosed to an overseas organisation in the course of providing our services, for example when storing information with a "cloud service provider" which stores data outside of Australia.

We will however take all reasonable steps not to disclose an individual's personal information to overseas recipients unless:

- we have the individual's consent (which may be implied);
- we have satisfied ourselves that the overseas recipient is compliant with the Australian Privacy Principles, or a similar privacy regime;
- we form the opinion that the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety; or
- we are taking appropriate action in relation to suspected unlawful activity or serious misconduct.

## **The Quality of Personal Information**

We take all reasonable steps to ensure the personal information we hold, use and disclose is accurate, complete and up-to-date, including at the time of using or disclosing the information.

If Emmaus College becomes aware that the Personal Information is incorrect or out of date, we will take reasonable steps to rectify the incorrect or out of date information.

## **Access and correction of personal information**

Individuals may submit a request to us to access the personal information we hold, or request that we change the personal information. Upon receiving such a request, we will take steps to verify the individual's identity before granting access or correcting the information.

If we reject the request, you will be notified accordingly. Where appropriate, we will provide the reason/s for our decision. If the rejection relates to a request to change personal information, an individual may make a statement about the requested change and we will attach this to their record.

## **Complaints**

An individual can make a complaint about how Emmaus College manages personal information by notifying us in writing as soon as possible. We will respond to the complaint within a reasonable time (usually no longer than 30 days) and we make seek further information in order to provide a full and complete response.

The College does not charge a fee for the handling of complaints.

If the individual is not satisfied with our response, they may refer the complaint to the OAIC. A complaint can be made using the OAIC online [Privacy Complaint form](#) or by mail, fax or email.

A referral to OAIC should be a last resort once all other avenues of resolution have been exhausted.

### How to contact us

Emmaus College can be contacted about this Privacy Policy or about personal information generally, by:

- Emailing [[privacy@emmaus.vic.edu.au](mailto:privacy@emmaus.vic.edu.au)]
- Calling **98453376**
- Writing to our Privacy Officer at Emmaus College Vermont South 503 Springvale Road Vermont South 3133.

If practical, you can contact us anonymously (i.e. without identifying yourself) or by using a pseudonym. However, if you choose not to identify yourself, we may not be able to give you the information or provide the assistance you might otherwise receive if it is not practical to do so.

### Changes to our privacy and information handling practices

This Privacy Policy is subject to change at any time. Please check our Privacy Policy on our website [www.emmaus.vic.edu.au](http://www.emmaus.vic.edu.au) regularly for any changes.

### Relevant Legislation

Australian Education Act (2013) (Cth.) (AE Act)

Federal Australian Regulation (2013)

Health Records Act 2001 (Vic)

Privacy Act 1988 (Cth.)

### References

Please click the links below to access these resources.

[Australian Privacy Principles \(APPs\)](#)

[Health Privacy Principles](#)

[Nationally Consistent Collection of Data \(School Students with Disability\) \(NCCD\)](#)

[Privacy Compliance Manual – Independent Schools Council of Australia and National Catholic Education Commission ©ISCA & CEC](#)

### Review

This policy was approved by the Education Committee in May 2018. It will be reviewed no later than two years after that date.