



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

Mercedes College Privacy Policy

The privacy policy applies to Mercedes College ("the **College**"), a registered sub-entity of the Catholic Church Endowment Society Inc ("**CCES**"), administered by Mercedes College Council. This policy outlines how the College collects, uses and manages personal information that is provided to or collected by the College.

Mercedes College is bound by the National Privacy Principles contained in the Commonwealth *Privacy Act* 1988 ("the **Act**").

This privacy policy is available on the College website www.mercedes.catholic.edu.au. If you require a copy of this policy in a different format, please contact the College directly.

From time to time, the College may review and update this policy to take account of new laws and technologies, changes in the operations and practices of the College and to ensure that the policy remains appropriate to the changing school environment.

What is personal information?

The *Act* defines personal information as:

"...information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) *Whether the information or opinion is true or not; and*
- (b) *Whether the information or opinion is recorded in material form or not."*

What is sensitive information?

Sensitive information can include information or an opinion (which is also personal information) about an individual's:

- (a) Racial or ethnic origin;
- (b) Political opinions;
- (c) Membership of a political association;
- (d) Religious beliefs or affiliations;
- (e) Philosophical beliefs;
- (f) Membership of a professional or trade association;
- (g) Membership of a trade union;
- (h) Sexual orientation or practices; or
- (i) Criminal record.

Sensitive information also includes health information about an individual.

What kind of personal information does the College collect?

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

- students and their siblings, emergency contacts and parents and/or guardians ("**parents**") before, during and after the course of a student's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College for example donors to the School or its associated bodies, ie Mercedes College Old Scholars Association, Mercedes College Parents and Friends Association.

Examples of personal information the College collects and holds may include: names and contact details; education and employment details; identification information or records; credit card and BPay details; credit information; academic results and reports; references; and any other information reasonably necessary for or directly related to one or more of the functions or activities of the College.

The kinds of sensitive information the College collects and holds may include: details of an individual's health and medical history; race or ethnic origin; religious affiliation; and in the case of volunteers, job applicants, employees and contractors only, details of any criminal record.

How does the College collect personal information?

- Personal information from an individual: The College will generally collect information held about an individual by way of forms completed or written communication received from parents or students, face to face meetings and interviews and telephone calls.
- Personal information provided by other people: In some circumstances, the College may collect personal information about:
 - an individual from a third party, for example a report provided by a medical professional;
 - parents from students and vice versa;
 - individuals identified by parents or students as nominated emergency contacts for a student;
 - an individual from the Catholic Education Office South Australia ("CEO") or another school; and
 - employees, prospective employees, contractors or volunteers, from police agencies and agencies who complete police checks on the College's behalf, previous employers, referees and other third parties as and when reasonably necessary.
- If you provide the College with the personal information of others, such as doctors or emergency contacts, the College encourages you to inform them that you are disclosing that information to the College and why, that they can apply to the College to access this information if they wish and that the College will not disclose this information to third parties unless:
 - The College has their permission;
 - The disclosure is permissible under the Privacy Act; or
 - The disclosure is required by law.

How does the College hold personal information?

The College is committed to upholding your right to privacy. College staff are required to respect and ensure the confidentiality of personal information at all times.

Personal information is held by the College in paper and electronic format. The College has in place steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure by use of various methods including but not limited to locked storage of paper records and password access rights to computerised records. The College takes all reasonable steps to ensure that the information it collects and holds is stored securely.

What are the purposes for which personal information is collected, held, used and disclosed by the College?

The College will use personal information it collects for the primary purpose of that collection, and for such other secondary purposes that are normally or might reasonably be related to the primary purpose of collection, or to which an individual has consented. In general, the College will collect, hold, use and disclose personal information for the purposes of providing educational services and related ancillary activities, including marketing and fundraising.

Students and Parents: For personal information about students and parents, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of the parents and the needs of the student throughout the whole period that the student is enrolled at the College. The purposes for which the College uses personal information of students and parents include:

- to provide schooling and educational services to students and to look after students' educational, social, spiritual and medical well-being;
- to keep parents informed about matters related to their child's schooling, through reports, correspondence, newsletters and magazines;
- to assist with pre-enrolment matters, school transfers and day to day administration;
- to seek donations and marketing for the College;
- to enable the College/CCES/CEO to satisfy their respective legal obligations including but not limited to the duty of care and obligations under the *Children's Protection Act 1993 (SA)*;

- to contribute to aggregated data that the CEO or the South Australian Commission for Catholic Schools Incorporated (“**SACCS**”) may require from time to time to meet their reporting, planning, contract and funding responsibilities on behalf of schools.

In some cases where the College requests personal information about a student or a parent, if the information requested is not provided, the College may not be able to enrol or continue the enrolment of a student.

Job Applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the College’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 the College uses personal information of job applicants, staff members and contractors include:

- to administer the individual’s employment or contract as the case may be;
- for insurance purposes;
- to seek funds and marketing for the College;
- to contribute to the aggregated data that the College and CEO use to meet their reporting, planning, contract and funding responsibilities;
- to enable the College and CEO to maintain necessary staff information for entitlements including long service leave, maternity leave, WorkCover and other necessary industrial or employment purposes and for accreditation and funding purposes;
- to satisfy the legal obligations of the College/CCES/CEO as the case may be.

Volunteers: The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, to enable the College and volunteers to work together.

Marketing and fundraising: The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College’s fundraising.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications (eg. newsletters and magazines) which include personal information may be used for marketing purposes. If the recipient does not wish to receive marketing/fundraising information from the College they are advised to contact the College on (08) 8372 3200.

On occasions, information such as academic and sporting achievements, student activities and similar news is published in the College newsletters, newspapers, magazines and on the College website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in these newsletters, magazines and on the College website.

The College will obtain separate permissions from a parent or guardian of relevant students prior to publication.

The College will also obtain separate permissions to publish student and family contact details in a class list or College directory.

The College may disclose personal information, including sensitive information, held about an individual to recipients such as:

- another School within Australia;
- government departments;
- police agencies and agencies who complete police checks such as the Catholic Archdiocese of Adelaide Police Check Unit;
- health service providers including medical practitioners;
- people providing services to the College, including specialist visiting teachers, consultants and sports coaches;
- recipients of College publications (eg. newspapers and magazines);
- the Catholic Archdiocese of Adelaide and the local parish;
- the CEO, CCES and SACCS;
- Catholic Church Insurances;

- Parents; and
- Anyone to whom the individual (or parents of the student) authorise the College to disclose information.

Sometimes the College or the CEO may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.

How will sensitive information be treated?

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual (or parents of the student) agree otherwise, or the use or disclosure of the information is allowed by law.

How can personal information be updated?

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

- Parents will receive an annual request by the College to update their personal information details and health care information to ensure that the College’s records are up-to-date and accurate;
- Individuals are encouraged to update their personal information details by contacting the College at any time using the contact details set out below;

Mercedes College - Reception Strathspey Building 540 Fullarton Rd Springfield, 5062 T: (08) 8372 3200 E: mercedes@mercedes.catholic.edu.au	Mercedes College - Middle and Senior School Office McAuley Building 540 Fullarton Rd Springfield, 5062 T: 8372 3241 E: mercedes@mercedes.catholic.edu.au
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- An individual has the right to obtain access to any personal information which the College holds about them and to advise the College of any perceived inaccuracy and require its correction. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.
- To make a request to access any information the College holds about an individual (or that parent’s child, if a parent), please contact the College’s privacy officer in writing. The College may require that individual to verify their identity and specify what information is required. The College may charge a fee to cover the cost of verifying an application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the individual of the likely cost in advance. If the College cannot provide access to information the College will provide written notice explaining the reasons for refusal. 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 the College’s duty of care to students.

Consent and rights of access to the personal information of students

The College respects every Parent’s right to make decisions concerning their child’s education. Generally the College will refer any requests for consent and notices in relation to the personal information of a student to the student’s parents. The College will treat consent given by the parents as consent given on behalf of the student, and a notice to parents will act as a notice given to the student.

The College may, at its discretion, on the request of the student, grant that student access to information held by the College about him or her, or allow a student to give or withhold consent to the use of his or her personal information, independently of their parents. This would normally be done only where the maturity of the student and/or the student’s personal circumstances so warranted.

Will my personal information be disclosed to overseas recipients?

Mercedes College uses a ‘cloud’ based curriculum management tool called ManageBac operated by Faria Systems Inc. Information entered by the College on ManageBac is stored on servers located in Canada and likely to be disclosed to overseas recipients located in countries including but not limited to United States of America and Taiwan. For more information about ManageBac please refer to its website www.managebac.com.

As an International Baccalaureate World School, Mercedes College may also disclose personal information to the International Baccalaureate ('IB') about Year 10, 11 and 12 students undertaking the IB programmes. This is likely to result in personal information being disclosed to overseas countries including but not limited to the Netherlands, Singapore, United States of America and Argentina. The IB stores information on servers located in Wales. For more information about IB, please refer to its website www.ibo.org

Does this policy apply to employee records?

Under the Act, the Australian Privacy Principles do not apply to employee records. This privacy policy does not apply to the College's treatment of employee records, where the treatment is directly related to the current or former employment relationship between the College/CEO and the employee.

Enquiries and complaints

If you would like further information about the way the College collects, holds, uses or discloses personal information please contact the College's Privacy Officer. Our Privacy Officer can be contacted at privacy@mercedes.catholic.edu.au.

The College takes any complaint about your right to privacy seriously and will take all reasonable steps to ensure that any grievances are handled sensitively and efficiently.

Any concerns or complaints regarding your privacy should be made in writing addressed to the College's Principal. The College will promptly investigate any complaints and provide you with written confirmation of its decision in relation to your complaint as soon as practicable.

Our contact details are:

Mercedes College
540 Fullarton Road
Springfield SA 5062
Phone: +61 (08) 8372 3200
Email: privacy@mercedes.catholic.edu.au