



# JOHN PAUL COLLEGE

## PRIVACY GUIDELINES

These Privacy Guidelines sets out how the School manages personal information provided to or collected by it.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act.

John Paul College may, from time to time, review and update these Privacy Guidelines to take account of new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing school environment.

### **What kinds of personal information does the School collect and how does the School collect it?**

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

- students and parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

**Personal Information you provide:** John Paul College will generally collect personal information held about an individual by way of forms filled out by 'Parents' or students, face-to-face meetings and interviews, emails and telephone calls. On occasion people other than 'Parents' and students provide personal information.

**Personal Information provided by other people:** In some circumstances John Paul 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.

**Exception in relation to employee records:** Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Guideline 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 School and employee.

### **How will the School use the personal information you provide?**

John Paul College 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 by you, or to which you have consented.

**Students and Parents:** In relation to personal information of students and 'Parents', John Paul College's primary purpose of collection is to enable the School to provide schooling for the student. This includes satisfying the needs of 'Parents', the needs of the student and the needs of the School throughout the whole period the student is enrolled at John Paul College.

The purposes for which the School uses personal information of students and 'Parents' include:

- to keep 'Parents' informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the School;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the School; and
- to satisfy John Paul College's legal obligations and allow the School to discharge its duty of care.

In some cases where the School requests personal information about a student or 'Parent', if the

information requested is not provided, the School 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, staff members and contractors:** In relation to personal information of job applicants, staff members and contractors, John Paul 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 School uses personal information of job applicants, staff members and contractors include:

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

**Volunteers:** The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as alumni associations, to enable the School and the volunteers to work together.

**Marketing and fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the School's fundraising.

'Parents', staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### **Who might John Paul College disclose personal information to and store your information with?**

The School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- 'Parents';
- Anyone you authorise the School to disclose information to; and
- Anyone to whom we are required to disclose the information to by law.

**Sending and storing information overseas:** John Paul College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the school 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 school may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia. \*\*

### **How does John Paul College treat sensitive information?**

In referring to 'sensitive information', the school means: 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**

John Paul College staff are required to respect the confidentiality of students' and 'Parents' personal information and the privacy of individuals.

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

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

Under the Commonwealth Privacy Act (and the Health Records Act), an individual has the right to obtain access to any personal information which John Paul College holds about them and to advise the school of any perceived inaccuracy. Students will generally be able to access and update their personal information through their 'Parents', but older students 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 update any personal information the school holds about you or your child, please contact the Principal in writing. The school may require you to verify your identity and specify what information you require. The school 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 school 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**

John Paul College respects every 'Parent's' right to make decisions concerning their child's education.

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

As mentioned above, 'Parents' may seek access to personal information held by the School about them or their child by contacting the Principal. However, there will 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 the School's duty of care to the student.

John Paul College may, at its discretion, on the request of a student grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their 'Parents'. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

### **Enquiries and complaints**

If you would like further information about the way John Paul College manages the personal information it holds, or wish to complain that you believe that the school has breached the Australian Privacy Principles please contact the Principal. The College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

*\*\* If applicable*

# **ANNEXURE 5 – PHOTOGRAPH/VIDEO PERMISSION FORM**

## **JOHN PAUL COLLEGE PHOTOGRAPH / VIDEO PERMISSION FORM**

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school's newsletter or website and social media, or to promote the school in newspapers and other media.

John Paul College may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

-----

STUDENT'S NAME: ..... YEAR LEVEL: .....

- I give permission for my child's photograph/video and name to be published in:
  - the school website
  - social media
  - promotional materials
  - newspapers and other media
  
- I authorise John Paul College to use the photograph/video in material available free of charge to schools and education departments around Australia for John Paul College's promotional, marketing, media and educational purposes.
  
- I give permission for a photograph/video of my child to be used by the John Paul College in the agreed publications without acknowledgement, remuneration or compensation.
  
- I understand and agree that if I do not wish to consent to my child's photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

**Licensed under NEALS:** *The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.*

Name of Parent / Guardian .....  
(please circle)

Signed: Parent / Guardian ..... Date: ...../...../.....  
(please circle)

If Student is aged 15+, student must also sign: Signed: Student ..... Date: ...../...../.....

**Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).**

Z

Office Use Date of Photograph/Video: (month & year)	
--	--