

# 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

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, the School'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 employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the School; and
- to satisfy the 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 fundraising.

The School may also receive fundraising information from time to time. 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;
- 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 receive fundraising information from time to time. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes. \*\* resides on servers which are situated outside Australia.

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

The School treats sensitive information, such as 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 student personal information and the privacy of individuals.

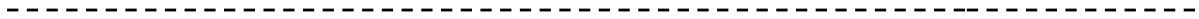
The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **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 \_\_\_\_\_ but older students may seek access and correction themselves.

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# ANNEXURE



<i>Office Use</i> <i>Date of Photograph/Video: (month &amp; year)</i>	
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