



## **PRIVACY POLICY**

### **Your privacy is important.**

This statement outlines how Mount Carmel College uses and manages personal information provided to or collected by it.

Mount Carmel College is bound by the Australian Privacy Principles contained in Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which amends the Commonwealth *Privacy Act 1988*. The new privacy laws commenced on 12 March 2014.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

### **What kind of personal information does Mount Carmel College collect and how does the College collect it?**

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

- students and parents and/or carers ('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.

### **Personal Information you provide**

Mount Carmel 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 occasions people other than Parents and students provide personal information.

### **Personal Information provided by other people**

In some circumstances Mount Carmel 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**

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

### **How will Mount Carmel College use the personal information you provide?**

Mount Carmel 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, or to which you have consented.

#### *Students and Parents*

In relation to personal information of 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 Parents and the needs of the student throughout the whole period the student is enrolled at Mount Carmel College.

The purposes for which Mount Carmel College 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;
- looking after students' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the College;
- to satisfy Mount Carmel College's legal obligations and allow the College to discharge its duty of care.

In some cases where the College requests personal information about a student or a Parent, if the information requested is not obtained, the College may not be able to provide an educational service for a student or the College may not be able to finalise or maintain the enrolment of a student. Similarly, in some circumstances it may not be possible for the College to make a grant of financial assistance to a family or student.



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### *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 Mount Carmel College 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 College; and
- to satisfy Mount Carmel College's legal obligations, for example, in relation to child protection legislation.

### *Volunteers*

Mount Carmel College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the school and volunteers to work together.

### *Marketing and fundraising*

Mount Carmel 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 Mount Carmel College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Parents and Friends Association, Old Scholars Association or, on occasions, external fundraising organisations.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes. A person may opt out of receiving marketing and fundraising material at any time by contacting the College's Development and Community Relations Director on telephone 6216 7900 or by email: [caroline.jager@mountcarmel.tas.edu.au](mailto:caroline.jager@mountcarmel.tas.edu.au).



### *Exception in relation to related schools*

The Archbishop of Hobart has full ecclesiastical authority for all Catholic schools in Tasmania. The *Privacy Act 1988* allows each school, being legally related to each of the other schools operating in the Archdiocese of Hobart to share personal information with other schools in the Archdiocese of Hobart. Other schools may then only use this personal information for the purpose for which it was originally collected. This allows schools to transfer information between them, for example, when a student transfers from one Catholic school conducted in the Archdiocese of Hobart to another Catholic school conducted in the Archdiocese of Hobart.

### **Who might the College disclose personal information to?**

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

- another school;
- government departments (both Commonwealth and State);
- statutory boards (e.g. the Tasmanian Catholic Education Office and the Tasmanian Catholic Education Commission);
- local parishes;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- Parents;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

### *Sending and storing information overseas*

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a student exchange or overseas trip. However, the College 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.



## **How does Mount Carmel College treat sensitive information?**

In referring to 'sensitive information', Mount Carmel College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, 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.**

All Mount Carmel College staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

Mount Carmel College has measures in place to protect the personal information that it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records.

## **Updating personal information**

Mount Carmel College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by Mount Carmel College by contacting the College Office on telephone 6216 7900.

Mount Carmel College does not store personal information any longer than necessary for its primary purpose.

## **You have the right to check what personal information Mount Carmel College holds about you.**

An individual has the right to obtain access to personal information which the College holds about them and advise the College of any perceived inaccuracy. Students will generally have access to their personal information through their Parents, but older students may seek access themselves. There are some exceptions to these rights set out in the *Privacy Act 1988*.

To make a request to access any information the College holds about you or your child, please contact the College Principal in writing. The College may require you to verify your identity and specify what information you require. The College 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 College will advise the likely cost in advance. If we cannot provide



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you with access to that information, we will provide you with written notice explaining the reasons for the refusal.

### **Consent and rights of access to the personal information of students.**

Mount Carmel College respects every Parent's right to make decisions concerning their child's education.

Generally, Mount Carmel College will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. Mount Carmel College 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 Mount Carmel College about them or their child by contacting the College 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, may result in a breach of the school's duty of care to the student, pose a serious threat, is unlawful, would prejudice negotiations with the individual, contravene a court order, relate to law enforcement or is commercially sensitive.

Mount Carmel College may, at its discretion, on the request of a student grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independent 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 the College manages the personal information it holds, or you wish complain that you believe the College has breached the Australian Privacy Principles, please contact the College Principal. A complaint must be made in writing. The College will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as practicable after it has been made. If there is no response to a complaint from the College after thirty days or if you are not happy with the College's decision, you may make a complaint to the Office of the Australian Information Commissioner (<http://www.oaic.gov.au/privacy/privacy-complaints>).