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This Privacy Policy sets out how St Patrick's College manages personal information that is provided to or collected by the College.

St Patrick's College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988.

In relation to health records, St Patrick's College is also bound by New South Wales Health Privacy Principles which are contained in the Health Records and Information Privacy Act 2002 (NSW).

St Patrick's College will review and update this Privacy Policy to take account of new laws and technology, changes to St Patrick's College's operations, practices and the environment.

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

Pupils and parents and/or guardians ('parents') before, during and after the course of a pupil's enrolment at St Patrick's College, including:

- name, contact details, next of kin, date of birth, gender, language background, previous school, religion
- parents' education, occupation and language background
- medical information
- conduct and complaint records, or other behaviour notes, and school reports
- information about referrals to government welfare agencies
- counselling reports
- health fund details and Medicare number
- any court orders
- volunteering information
- photos and videos at College events

Job applicants, staff members, volunteers and contractors, including:

- name, contact details, next of kin, date of birth and religion
- information on job application
- professional development history
- salary and payment information, including superannuation details
- medical information
- complaint records and investigation reports
- leave details
- photos and videos at College events
- workplace surveillance information
- work emails and private emails (when using work email address) and internet browsing history



In some circumstances, St Patrick's 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.

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

St Patrick's College will use personal information it collects 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.

In relation to personal information of pupils and parents, St Patrick's College's primary purpose of collection is to enable the College to provide schooling to pupils enrolled, exercise its duty of care and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the College. This includes managing the needs of parents, the needs of the pupil and the needs of St Patrick's College throughout the whole period the pupil is enrolled at St Patrick's College.

The purposes for which St Patrick's College uses personal information of pupils and parents include:

- Keeping parents informed about matters related to their child's education through correspondence, newsletters and magazines.
- Managing day-to-day administration of the College.
- Looking after pupils' educational, social and medical wellbeing.
- Seeking donations and marketing for St Patrick's College.
- Satisfying the College's legal obligations and to allow the College to discharge its duty of care.

In some cases where St Patrick's College requests personal information about a pupil or parent, if the information requested is not provided, St Patrick's College may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

In relation to personal information of job applicants and contractors, St Patrick's College's primary purpose of collection is to assess and, if successful, to engage the applicant or contractor.





The purposes for which the College uses personal information of job applicants and contractors include:

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St Patrick's 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 pupil to the pupil's parents. St Patrick's College will treat consent given by parents as consent given on behalf of the pupil and notice to parents will act as notice given to the pupil.

As mentioned above, parents may seek access to personal information held by St Patrick's 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, or where the release may result in a breach of St Patrick's College's duty of care to the pupil.

St Patrick's College may, at its discretion, on the request of a pupil, grant that pupil access to information held by St Patrick's College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents.

