Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

Staff Handbook Link: \2015 Documents

General
- Code of Conduct
- Complaints and Grievances
- Child Protection Code of Professional Standards
- Job Share
- Privacy

Curriculum
- Curriculum 11-12
- Curriculum 7-10
- Curriculum Primary
- Excursion Policy
- Assessment & Reporting
- ICT
- Extension Policy – Secondary
- Disability Provisions - Secondary

WHS
- Work Health and Safety
- First Aid/Medical
- Risk Assessment
- Facilities
- Premises and Buildings

Welfare
- Student Development
- Anti-Bullying
- Attendance
- Self-Harm
- Crunch and Sip

POLICY REVIEW

The policy will be reviewed not less frequently than once every three years.

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<tr>
<th>POLICY DATES</th>
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<th>Reviewed</th>
<th>DECEMBER 2014</th>
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<tbody>
<tr>
<td>Implemented</td>
<td>August 2013</td>
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<td>Next Review Due</td>
<td>DECEMBER 2015</td>
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POLICY AUTHORISATION

SR MARGARET GHOSN: PRINCIPAL
Your Privacy is Important
This statement outlines the policy adopted by the Maronite College of the Holy Family on how the personal information provided to, or collected by it, is used and managed.

Exemption in Relation to employee records: Consistent with the Privacy Act, the Australian Privacy Principles do not apply to the employee records of current or former employees. As a result, this Privacy Policy does not apply to the College’s treatment of an employee record, where the record is directly related to the employment relationship between the College and an employee or former employee. Employee records include information relating to employee engagement, termination, performance, conduct and personal details.

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

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

The College will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and pupils provide personal information.

In some circumstances the 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.

Use of Personal Information You Provide
The 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.

Pupils and Parents
In relation to personal information of pupils and parents, the College’s primary purpose of collection is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.
The purposes for which the College uses personal information of pupils 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 pupils' educational, social, spiritual and medical wellbeing;
- to satisfy legal obligations and allow the College to discharge its duty of care

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

**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:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy the College’s legal obligations, for example, in relation to child protection legislation

**Volunteers:**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as Alumni organisations or Parents Associations, to enable the College and the volunteers to work together.

**Marketing and fundraising**

The College treats marketing and seeking donations for future growth and development as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College’s fundraising, for example, the Parents Association or Alumni organisation.
Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. Publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Disclosing Personal Information**

The College may disclose personal information, including sensitive information, held about an individual (pupil/parent) to:

- another school;
- government departments;
- the local parish;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- parents; and
- anyone you authorise the College to disclose information to

**Sending information overseas**

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

**Treatment of Sensitive Information**

In referring to 'sensitive information', the 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 preferences or criminal record, that is also personal information; and health 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

The College staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

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

Updating Personal Information

The 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 the College by contacting the College at any time during business hours. From time to time the College may request an update of personal information via completion of a form.

The Australian Privacy Principles require the College not to store personal information longer than necessary.

Accessing Personal Information the College Holds About You.

Under the Commonwealth Privacy Act, 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.

There are some exceptions to this right set out in the Act.

- pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves
- to make a request to access any information the College holds about you or your child, the College Principal should be contacted in writing
- the College may require you to supply verification of identity and specify what information is required
- the College may charge a fee to cover the cost of verifying applications and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance
Consent and Rights of Access to the Personal Information of Pupils

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 pupil to the pupil's parents. The 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.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal directly. 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 College’s duty of care to the pupil

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil 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 pupil and/or the pupil's personal circumstances so warranted.

Complaint Handling
If you feel the College has breached the Australian Privacy Principles, or a registered APP code that binds the College the complaint should be addressed in writing to the Principal. The Principal will have procedures in place to investigate your concern and where it is lawfully instructed or compelled to do so by a court or relevant statutory body address your concern