Privacy Policy

Your Privacy is Important.

This statement outlines the College's policy on how the College uses and manages personal information provided to or collected by it. The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

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.

The kind of Personal Information the College collects and how it is collected

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

- Students and parents and/or guardians before, during and after the course of a student's enrolment at the College
- Job applicants, staff members, volunteers and contractors
- Other people who come into contact with the College.

Personal Information provided by you

The 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, and telephone calls. On occasions, people other than parents and students provide personal information.

Personal Information provided by other people

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.

Exception in Relation Employee Records

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

How will the College Use the Personal Information provided by you

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.
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 education 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 the College.

The purpose for which the College uses personal information of students and parents include:

- To keep parents informed about matters related to their child's education, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after students' educational, social and medical wellbeing
- To satisfy the College's legal obligations and allow the College to discharge its duty of care
- Seeking donations and marketing for the College.

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

Volunteers

The 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 College and the volunteers to work together.

Marketing and Fundraising

The 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 the College may be disclosed to an organisation that assists in the College's fundraising. 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.

To whom may the College disclose Personal Information?

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

- Another school
- Government departments
- 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 to whom you authorise the College to disclose information.

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 which consent will be implied) or otherwise complying with the National Privacy Principles.

How does the College Treat 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's staff is required to respect the confidentiality of students' 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 passworded access rights to computerised records.

Updating Personal Information

The College endeavors to ensure that the personal information it holds is accurate, complete and up-to-date. A person may update their personal information held by the College by contacting the College office at any time. The National Privacy Principles require the College not to store personal information longer than necessary.

You have the Right to Check What 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. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

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.
Consent and Rights of Access to the Personal Information of Students

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 relations to the personal information of a student to the student's parents. The 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.

Parents may seek access to personal information held by the College about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where the release of 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 student.

The College may, at its discretion, on the request of a student grant that student access to information held by the College about her, or allow a student to give or withhold consent to the use of her personal information, independently of her parents. This would normal be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

If you would like further information about the way the College manages the personal information it holds, please contact the Business Manager.

Privacy Information Standard Collection Notice

1. Avila College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information with the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, the local diocese and the parish, medical practitioners, and people providing service to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our web site.
8. Parents may seek access to personal information collected about them and their daughters by contacting the College. Students may also seek access to personal information about them. However there will be occasions where access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

9. If you provide the College with the personal information of others, such as doctors or emergency contact, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.