

PRIVACY POLICY

Purpose

The following policy aims to ensure that Damascus College collects, uses, stores, accesses and discloses personal information for legitimate purposes relevant to the goals of the College.

Scope

This policy applies to Damascus College being bound by current relevant legislation involving personal information that is not available publicly. It also applies to all persons who have access to or handle personal information held by the College.

Definitions

Personal information is defined as including (but not limited to) any information held about an individual recorded in any form.

Personal information - Personal information means information Damascus College holds about an individual from which identity is either apparent or can be reasonably determined. Examples include names, addresses, telephone numbers, dates of birth and criminal record. Personal information does not include health information.

Health information - Any information or opinion about the health or disability of an individual, an individual's expressed wishes about the future provision of health services to him or her or a health service provided, or to be provided to an individual. Examples include health records, certificates, details of medical background, health assessment results.

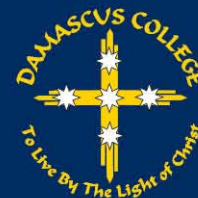
Australian Privacy Principles (APPs) - Principles established under the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* (Cth) that set out minimum standards on how organisations deal with the collection, use and disclosure, transfer, handling and storage of personal information.

Identifier - A number assigned to an individual to identify uniquely that individual for the purposes of an organisation's work, e.g. a Medicare number. Unique identifiers are used to facilitate data matching. As data matching can reduce privacy, under the APPs organisations are prohibited from adopting government or authority identifiers as their own identifiers.

Policy Statement

It is Damascus College's policy to:

- abide by all relevant legislative requirements;
- collect information that is directly related to the purpose of the College;
- take measures to (delete) ensure the security of all information;
- take measures to ensure that records are up-to-date and correct; and
- provide access to appropriate information in relation to the purpose of the College with consent.



Consequences

The consequences of this policy are that Damascus College may;

Collect and Store personal Information regarding;

- 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; and
- other individuals who come into contact with the College.

Use and disclosure of personal information

Damascus College uses personal information about pupils and parents to;

- assist with pupils' wellbeing and education; and
- satisfy the Colleges accountability and legal obligations and allow the College to discharge its duty of care.

Damascus College uses personal information about job applicants, staff members, contractors and volunteers for;

- assessing an individual's suitability for employment or for work as a volunteer;
- administering the individual's employment or contract, as the case may be;
- insurance purposes; and
- satisfying the Colleges legal obligations, for example, in relation to child protection legislation.

Damascus College will use and disclose information only for the purpose for which it was collected (the primary purpose) or a related secondary purpose that the individual would reasonably expect, or to which they have consented. A secondary purpose may include the use of personal information to develop a case for funding increases for targeted groups of students.

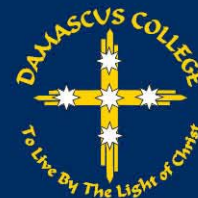
Allow access to personal information

Access by the individual to information about them

Under the relevant privacy legislation, an individual may seek access to information held about him or her and parents may seek access to information held by the College about their child. Damascus College may require verification of identity and details of the information required.

Generally, Damascus College will refer any requests for consent and notices in relation 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

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 a student.



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

Access by another organisation or individual to information held by Damascus College

Damascus College may disclose information, including sensitive information, held about an individual to;

- anyone that the College gives permission to disclose information to;
- another school;
- Catholic Education Office or Diocesan office;
- government departments;
- health practitioners;
- professionals providing a service to the College; and
- recipients of Damascus College publications.

Damascus College will not send personal information about an individual outside Australia without;

- obtaining the consent of the individual (may be implied); or
- otherwise complying with the relevant legislation.

Damascus College endeavours to ensure that the personal information it holds is accurate, complete and up to date. A person may seek to update the information held by the College about them by contacting the Damascus College at any time.

Data collection

Nationally Consistent Collection of Data on School Students with Disability

The school is required by the Federal *Australian Education Regulation (2013)* and *Australian Education Act 2013 (Cth)* (AE Act) to collect and disclose certain information under the *Nationally Consistent Collection of Data (NCCD)* on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

Background information- Nationally defined background characteristic information is to be collected for all Australia students participating in national testing, including those enrolled in Victorian government and non-government schools. This information is to be combined with student outcome data for the various national tests, aggregated and used for national reporting purposes. More information on the purpose of national reporting and 'national goals for



schooling in the 21st century' can be found at <http://www.education.vic.gov.au> This information is protected by the privacy act of 1988 and will not be used for any other purpose.

Notifiable Data Breach Scheme

Changes to the Privacy Act 1988 (Cth) make it compulsory for schools and other organisations to notify specific types of data breaches to individuals affected by the breach, and to the Office of the Australian Information Commissioner (OAIC). A data breach occurs when personal information is lost or subject to unauthorised access, modification, disclosure, or other misuse or interference.

Where a data breach has occurred that is likely to result in serious harm to any of the individuals to whom the information relates, it is considered 'eligible' and must be reported to the OAIC. Serious harm could include serious physical, physiological, emotional, economic and financial harm, as well as reputation.

The school follows procedures according to the St Example's Data Breach Response Plan. This requires that any breaches are reported to the principal and a risk assessment is conducted. If a serious breach is identified, then the principal completes *Data Breach Statement: What must be included*

Notification to the OAIC is only required if the consequences of a data breach are likely to cause serious harm. Examples of data breaches that may likely to cause serious harm and include;

- loss or theft of a laptop or other device containing the personal information of students or staff;
- hacking of a database containing personal information; and
- mistaken provision of personal information to the wrong person.

Responding to enquiries and complaints

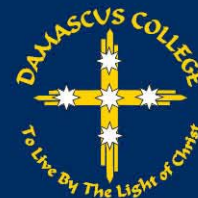
For information on Damascus College management of personal information, requests by an individual to access personal information, or complaints in relation to the collection or use of personal information or access to personal information held by Damascus College please contact:

The Principal

Damascus College
1412 Geelong Road
Mount Clear Victoria 3350
Email: principal@damascus.vic.edu.au

Responsibilities

The Principal and Leadership team are responsible for the implementation of this policy.



Legislative Context

The following legislation as amended from time to time forms the legislative context of this policy.

Commonwealth Copyright Act 1968
Commonwealth Privacy Act 1988
Privacy Amendment (Private Sector) Act 2000
Victorian Public Records Act 1973
Victorian Freedom of Information Act 1982
Victorian Information Privacy Act 2000
Victorian Health Records Act 2001
Charter of Human Rights and Responsibilities Act 2006
Privacy Amendment (Enhancing Privacy Protection) Act 2012

Associated Documents

Any supporting documents (Management plans, Procedures, Forms or Guidelines)