

MARIST COLLEGE ASHGROVE

PRIVACY STATEMENT

In accordance with the *Commonwealth Privacy Act 1998 as amended*, Marist College Ashgrove has adopted and is bound by the thirteen (13) Australian Privacy Principles established by the Federal Privacy Commission and set out in the Act – see www.privacy.gov.au

Marist College Ashgrove considers all personal, sensitive and health information of parents/guardians, students and prospective employees (considered Marist College Ashgrove “consumers” under the Act) to be private and only uses information collected and recorded to fulfil the educational mission of Marist College Ashgrove.

The College collects personal, including sensitive, information about students, their parents and people who care for them. The collection of this information is for the primary purpose of the College fulfilling its educational services to the students whose parents seek a Christian education for their students.

The College will also exercise its right to access the credit history of parents under law by consent.

Information is collected through filling out of application forms, face to face interviews and at times third party reports. Full and frank disclosure is required.

The College will endeavour to keep personal and credit information accurate/up-to-date and complete. Parents are relied upon to assist the College in keeping information accurate and up to date. Any unsolicited information received by the College will be destroyed unless legal obligations require otherwise.

Some of the information the College collects is to enable the College to discharge its duty of care and legislative obligations.

Full and frank disclosure of information requested is necessary for the provision of services to students and to establish a binding contractual relationship between the parties.

- a) If the College does not obtain the information referred to above, the College may not be able to enrol or continue the enrolment of your child.
- b) Health Information about students is sensitive information within the terms of the Privacy Principles under the Privacy Act. The College needs this information which will include reports from third parties re medical and other treating professionals and Court Orders.

The College, from time to time, may need to disclose personal, sensitive or credit information to others for administrative, safety and education or credit purposes. This includes to other schools, government departments, state authorities, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

Personal information such as academic and sporting achievements, news and images, is published to the College community by way of College Newsletters, magazines, multi-media presentations and website. Similarly, parent identification and photographs/film footage may be published, for example in the P & F section of the website and magazine.

The College will send information about a student overseas (student transfer or study exchange) only with consent of the parents.

Secure measures will be taken for the storing of information with service providers situated out of Australia (eg in the Cloud).

The College will take reasonable steps to secure and protect all information held from misuse, interference, loss, unauthorised access, modification or disclosure.

Information held by the College will be either de-identified or destroyed when no longer of use to the College.

Parents have a right to make a written complaint internally to the Headmaster if they consider these Privacy Principles have been breached, or externally to the Privacy Commissioner.

Parents may seek access to personal information collected about them and their student by contacting the College. Adult students may also seek access to personal information about themselves. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy, health and safety of others, where access may result in a breach of the College’s duty of care to the student, or where access is denied by law.

The College, from time to time, engages in fundraising activities. Information received from parents/guardians may be used to make an appeal to parents/guardians. It may also be disclosed to organisations that assist in the College's fundraising activities, solely for that purpose. Parents may, by notice in writing to the College, opt out of direct marketing. The College will not disclose personal information to third parties for marketing purposes without specific consent. The College may include contact details in a class list (examples: for Parent Support Groups and College Directory).

PROCEDURES FOR THE HANDLING OF COMPLAINTS REGARDING THE POSSIBLE BREACH OF MARIST COLLEGE ASHGROVE PRIVACY OBLIGATIONS

Parents/guardians, students and prospective employees (considered Marist College Ashgrove "consumers") may make a complaint about any possible breach of Marist College Ashgrove privacy obligations.

Privacy issues or concerns arising within the College can be directed on a confidential basis in the first instance to the Headmaster. If an individual believes that their privacy has been breached and this matter is unable to be resolved at the College and local level, a complaint may be made in writing to the Trustees of The Marist Brothers, PO Box 1247, Mascot, NSW 1460.

Further information regarding Marist College Ashgrove's information handling practices is contained in the Marist College Ashgrove Privacy Policy.

PROCEDURES FOR THE ACCESS TO AND CORRECTION OF PERSONAL, SENSITIVE AND HEALTH INFORMATION AT MARIST COLLEGE ASHGROVE

Parents/Guardians, students and prospective employees (considered Marist College Ashgrove "consumers") may request access to their own personal, sensitive and health information held by Marist College Ashgrove.

If any of the personal, sensitive or health information regarding a consumer is inaccurate, incomplete or out of date, consumers have the right to make any updates or corrections.

No fee will be charged for making a request to access the information, but an administrative fee may be charged to cover any costs incurred in fulfilling the request.

Access will generally be allowed except where:

- it would unreasonably impact on the privacy of other individuals;
- the request is frivolous or vexatious;
- the information relates to existing or anticipated legal proceedings between the parties, and the information would not be accessible through discovery;
- it would reveal a negotiation position;
- it would be unlawful;
- denying access is required or authorised by or under law;
- providing access is likely to prejudice the presentation, detection, investigation, prosecution or punishment of an unlawful activity, the activity of a law enforcement agency or legal proceeding;
- providing access is likely to reveal evaluative information generated within the organisation in connection with commercially sensitive decision-making processes.

Requests for access to and correction of personal, sensitive or health information held within Marist College Ashgrove should be directed in the first instance to the Headmaster.

Further information regarding Marist College Ashgrove's information handling practices is contained in the Marist College Ashgrove Privacy Policy. Any enquiries regarding the way Marist College Ashgrove manages personal, sensitive and health information can be directed to the Privacy Officer via email at marist@marash.qld.edu.au or by writing to Marist College Ashgrove, Attention: Privacy Officer, PO Box 82, Ashgrove West, Qld. 4060.