



#

ROSTREVOR
COLLEGE67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E roscoll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

ABN 63 001 070 495 CRICOS Provider No. 00370G

A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION
Reception to Year 12

Procedure	Privacy
Procedure Reference No	
Approval Date	2013
Review Date	2015
Officer Responsible	Executive
Approval Authority	Principal
References	SACCS Privacy Policy
Attachments	

Privacy Act 1988

This statement outlines Rostrevor's policy concerning its management of personal information provided to, or collected by the College.

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.

A. Collection of Personal Information

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

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

Personal Information provided by Parents and Students:

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.

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 College.

Photographs:

The College will, as part of its activities, take photographs of College activities, staff, students and other personnel for internal use and promotional activities.

Exception in Relation to Employee Records:

The College is not bound by the National Privacy Principles and this Privacy Policy does not apply in relation 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 and the employee.



#

ROSTREVOR
COLLEGE67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E rosroll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

ABN 63 001 070 495 CRICOS Provider No. 00370G

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12**B. Use of the Personal Information Provided:****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 quality education for its pupils. 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 purposes for which the College uses personal information of students and Parents include:

- Keeping Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after students' educational, social and medical wellbeing;
- Seeking donations and marketing for the College; and
- Satisfying the College's legal obligations and allowing the College to discharge its duty of care.

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.

Images of the College's students, staff, alumni and visitors are used in many instances via the College's Newsletters, Magazine, Website, Prospectus and other public relations material, for both internal and external promotion of the College and its activities. For example, photographs of students celebrating achievements and participating in activities and may be published from time to time. Parents opposed to having their son/daughter's image used in external publications are asked to advise the College in writing as soon as possible. If an objection to the use of images is not received by the College, the College will assume consent to the uses outlined in this statement.

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:

- Administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the College;
- Satisfying the College's legal requirements; and
- Screening purposes.



#

ROSTREVOR
COLLEGE67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E rosroll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

ABN 63 001 070 495 CRICOS Provider No. 00370G

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12**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 regards marketing and fundraising 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 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 College's Development or Alumni organisations.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications such as newsletters and magazines, which include personal information, may be used for marketing purposes.

C. Disclosure of 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, including newsletters and magazines;
- Parents; and
- Others who have been so authorised.

Sending Information Overseas:

The College will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual;
- Otherwise complying with the National Privacy Principles.

D. Sensitive Information

In referring to "sensitive" personal information, the College means: information relating to a person's racial or ethnic origins, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record 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 agreed otherwise, or where the use or disclosure of that sensitive information is allowed by law.



#

ROSTREVOR
COLLEGE67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E rosroll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

ABN 63 001 070 495 CRICOS Provider No. 00370G

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12**E. Management and Security of Personal Information**

The College's staff are 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 locked storage of paper records and password access rights to computerised records.

F. 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's Registrar.

The National Privacy Principles require the College to store personal information no longer than necessary.

G. Checking Personal Information Held by the College

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.

To make a request to access any information the College holds about you or your child, please contact the College's Privacy Officer in writing.

The College may require verification of identity and details of what information is required. The College may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

H. 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 direct any request 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.

Parents may seek access to personal information held by the College about them or their child by contacting the College's Registrar. However, there will be occasions when access is denied such as 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 student.



#

ROSTREVOR
COLLEGE

67-91 Glen Stuart Road, Woodforde, SA 5072
T +61 8 8364 8200 F +61 8 8364 8396
E rosroll@rostrevor.sa.edu.au W www.rostrevor.sa.edu.au

ABN 63 001 070 495 CRICOS Provider No. 00370G

**A CATHOLIC ALL BOYS' DAY & BOARDING
COLLEGE IN THE EDMUND RICE TRADITION**
Reception to Year 12

The College may, at its discretion on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the student involved had reached 18 years of age, but the College could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

I. Matters Relating to Use of Web Site - Information Collected:

When you view the Rostrevor College website, Rostrevor College's web server (www.rostrevor.se.edu.au) makes a record of your visit and logs the following information for statistical purposes:

- The Internet Protocol (IP) address of the machine from which you are connecting;
- Your top level domain name (for example .com, .gov, .au, .uk etc.);
- The date and time of your visit to the site;
- The pages that you accessed and documents downloaded;
- The previous site you had visited;
- The type of browser you are using and the operating system that it runs on.

Access to Information Collected:

The Office of the Federal Privacy Commissioner will not make an attempt to identify users or their browsing activities. However, in the event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect Rostrevor College's web server logs.

Use of Information Collected:

We will only record your email address if you address an email to the College or fill in the appropriate field in a web submission form. Your email address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.