This Privacy Policy sets out how the School manages personal information provided to or collected by it.

St Paul’s is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, St Paul’s is also bound by the Victorian Health Records Act 2001 and the Privacy Amendment (Enhancing Privacy Legislation Act 2012 (Cth.).

St Paul’s may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to St Paul’s operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does St Paul’s collect and how does St Paul’s collect it?

The type of information St Paul’s collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

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

**Personal Information you provide:** St Paul’s 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, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

**Personal Information provided by other people:** In some circumstances St Paul’s 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 to employee records:** Under the Privacy Act and Health records Act 2001 (Vic) and the Privacy Amendment (Enhancing Privacy Legislation Act 2012 (Cth.), the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St Paul's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Paul's and employee.

How will St Paul’s use the personal information you provide?

St Paul's 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 by you, or to which you have consented.
Pupils and Parents: In relation to personal information of pupils and Parents, St Paul's primary purpose of collection is to enable St Paul's to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of St Paul's throughout the whole period the pupil is enrolled at St Paul’s.

The purposes for which St Paul's 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 of St Paul’s;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for St Paul’s; and
- to satisfy St Paul’s legal obligations and allow St Paul’s to discharge its duty of care.

In some cases where St Paul’s requests personal information about a pupil or Parent, if the information requested is not provided, St Paul’s may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, St Paul'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 St Paul’s uses personal information of job applicants, staff members and contractors include:

- in administer the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for St Paul’s; and
- to satisfy St Paul’s legal obligations, for example, in relation to child protection legislation.

Volunteers: St Paul’s also obtains personal information about volunteers who assist St Paul’s in its functions or conduct associated activities to enable the school and the volunteers to work together.

Marketing and fundraising: St Paul’s treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that St Paul’s continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by St Paul’s may be disclosed to organisations that assist in the school’s fundraising, for example, external fundraising organisations.
Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. St Paul's publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Who might St Paul’s disclose personal information to and store your information with?**

St Paul's may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to St Paul's, including specialist visiting teachers, counsellors and sports coaches;
- recipients of St Paul's publications, such as newsletters and magazines;
- Parents;
- anyone you authorise St Paul’s to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

**Sending and storing information overseas:** St Paul’s may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, St Paul's 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 or other applicable privacy legislation.

St Paul's may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

**How does St Paul’s treat sensitive information?**

In referring to 'sensitive information', St Paul's means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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

St Paul’s staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

St Paul’s has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information which St Paul’s holds about them and to advise St Paul’s of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information St Paul’s holds about you or your child, please contact the School Principal in writing. St Paul’s may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, St Paul’s will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

St Paul's respects every Parent's right to make decisions concerning their child's education.

Generally, St Paul’s will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Paul’s 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.

As mentioned above, parents may seek access to personal information held by St Paul’s about them or their child by contacting the School Principal. 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 St Paul’s duty of care to the pupil.

St Paul’s may, at its discretion, on the request of a pupil grant that pupil access to information held by the school 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.

**Enquiries and complaints**

If you would like further information about the way St Paul’s manages the personal information it holds, or wish to complain that you believe that St Paul's has breached the Australian Privacy Principles please contact the School Principal. St Paul's will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Requests for copies of the Privacy Policy must be made through the School Principal.

This policy will be reviewed in March 2016 or if current legislation changes.