

## PRIVACY POLICY

	Fairholme College (Toowoomba ) Pty Ltd ABN 78 096 814 130 CRICOS Provider Code 00651J		
<b>Purpose</b>	This policy describes how the College uses and manages personal information provided to or collected by it. This includes satisfying both the needs of parents and/or guardians and the needs of the student throughout the whole period the student is enrolled in the College.		
<b>Scope</b>	The policy applies to board members, employers, employees, volunteers, parents/guardians and students, and people visiting the College site and website.		
<b>References</b>	<i>Privacy Act 1988 (Cth)</i> <i>Privacy Amendment (Enhancing Privacy Protection) Act 2012</i> Child Protection Policy Staff Code of Conduct Community Code of Conduct Disabilities Policy Information and Communication Technologies Policy and Agreement for Students Media Policy Fairholme College Privacy Notices Staff Use of Information and Communication Technologies Policy & Agreement		
<b>Policy Type</b>	Public		
<b>Policy Location</b>	College Website		
<b>Version</b>	4.0		
<b>Supersedes</b>	All previous versions of this policy		
<b>Policy Owner</b>	Principal		
<b>Review Date</b>	31 May 2016	<b>Next Review Date</b>	31 May 2018
<b>Authorised By</b>	Principal and College Board	<b>Date of Authorisation</b>	

### **Exclusion**

Under the *Privacy Act 1988* (Cth) the Australian 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 College and employee.

### **Policy**

Fairholme College (Toowoomba) Pty Ltd is bound by the Australian Privacy Principles contained in the Commonwealth *Privacy Act 1988*.

It is the policy of the College to collect personal information from time to time for the primary purpose of collection (see below), and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. This policy describes the type of information the College collects, how the information is handled, how and to whom the information is disclosed, and how the information may be accessed.

### **Collection and Use of Personal Information**

The type of information the College collects and holds includes (but is not limited to) personal information, including health and other 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; and
- other people who come into contact with the College.

The personal information collected, or may be collected in the future, may include any or all of the following:

- Name, address, email address and telephone contact numbers;
- Date and Place of Birth;
- Tax File Number;
- Blue Card Number;
- Bank account details;
- Date of Marriage;
- Date of Baptism; and
- Medical Details, including any health concerns

### **Personal Information you provide**

The College will generally collect personal information held about an individual by way of forms filled out by College personnel, parents and students, face-to-face meetings and interviews, telephone calls and through electronic communication. On occasions, people other than those associated with the College 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 or College.

### **Students and Parents/Guardians**

In relation to personal information about students and parents, the College's primary purpose of collection is to enable the College to provide effective education and care 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 in the College.

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

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after student's educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- any secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented; and
- to satisfy the College's legal obligations and allow 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, or permit the student 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, 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:

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

### **Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, that enable the College and 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 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 fundraising, for example, the Fairholme Foundation or Alumni organisation.

Parents/guardians, 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. We may include your contact details in a class list and College directory. If you do not agree to this you must advise the Business Office.

We will not disclose your personal information to third parties for their own marketing purposes without your consent.

### **Disclosure of Personal Information**

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

- another College;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers, counsellors and sports coaches;
- our professional advisers, including accountants, auditors, insurers and solicitors;
- recipients of College publications, like newsletters and magazines
- Parents;
- anyone you authorise the College to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

In accordance with the College's commitment to compliance, the disclosure of your personal information in circumstances where we have a statutory obligation or are required by law to do so will be made regardless of whether you consent to that disclosure or not.

Where the College is not legally obliged or legally permitted to disclose private or sensitive information about you or as otherwise set out in this Policy, the College will not disclose private or sensitive information about you without first obtaining your consent. Such consent may be written or verbal.

The College acknowledges that information and/or images may be disclosed by third parties on social media platforms without the knowledge or consent of the College. However, such information and/or images will be removed from all social media platforms controlled by the College upon request from authorised parties.

### **Sending Information Overseas**

The College may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with 'cloud' service providers which are situated outside Australia or to facilitate a College exchange.

However, the College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (or in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

### **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, 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 if the use or disclosure of the sensitive information is allowed or required by law.

### **Management and Security of Personal Information**

College' 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, 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.

The Australian Privacy Principles require the College not to store personal information longer than necessary.

### **Access and Correction of Personal Information**

Under the Commonwealth *Privacy Act 1988*, 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. Students will generally be able to access and update their personal information through their parents, but older students 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 the College holds about you or your child, please contact the Principal or relevant Head of subschool, in writing. The College may require you to verify your identity and specify what information you require. The College 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, the College 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 Students**

The College respects every parent's right to make decisions concerning their child's education.

Generally, the College will refer 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 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 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 them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally only occur when the maturity of the student and/or the student's personal circumstances so warrants.

### **Enquiries and Complaints**

Any issue you may have concerning privacy and the College can be addressed by contacting the College on 4688 4688 or by email: [compliance@fairholme.qld.edu.au](mailto:compliance@fairholme.qld.edu.au)

A copy of the Fairholme College Privacy Policy is available on the College's website - [www.fairholme.qld.edu.au](http://www.fairholme.qld.edu.au) - or you may contact the College to request a copy.

If you would like further information about the way the College manages the personal information it holds, or wish to complain that you believe that the College has breached the Australian Privacy Principles please contact the Principal of the College. The College 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.