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

The College is bound by the *Australian Privacy Principles* contained in the *Commonwealth Privacy Act*. In relation to health records, the College is also bound by the New South Wales Health Privacy Principles which are contained in the *Health Records and Information Privacy Act 2002 (Health Records 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.

**What kinds of personal information does the College collect and how does the College collect it?**

The type of information the College 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 College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

**Personal Information you provide:** The College 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 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.

**Exception in relation to employee records:** Under the *Privacy Act* and *Health Records and Information Privacy Act 2002 (NSW)*, 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 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 employee.

**How will the College use the personal information you provide?**

The College 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, the College's primary purpose of collection is to enable the College to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of the College throughout the whole period the pupil is enrolled at the College.

The purposes for which the College 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 the College;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the College; 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 pupil or Parent, if the information requested is not provided, the College 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, 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;
- 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, to enable the College and the 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 that the College continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to organisations that assist in the College’s fundraising, for example, the College’s Foundation or alumni organisation or, on occasions, external fundraising organisations.

Parents, 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.

**Who might the College disclose personal information to and store your information with?**

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;
- recipients of College publications, such as 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.

**Sending and storing information overseas:** The College may disclose personal information about an individual to overseas recipients, for instance, 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 (in some cases this consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

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

**How does the College treat 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 the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information
The College's staff are required to respect the confidentiality of pupils' 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.

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 the College holds about them and to advise the College 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 the College holds about you or your child, please contact the College Principal 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 pupils
The College respects every Parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. The College 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 the College about them or their child by contacting the College 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 pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College 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 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 College Principal. 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.
ST GREGORY'S COLLEGE CAMPBELLTOWN

COLLECTION NOTICES

Standard Collection Notice

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection Legislation.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another College. This includes to other Colleges, government departments, the Catholic Education Office, the Catholic Education Commission, the College’s local diocese and the parish, Colleges within other Dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. The College’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The College’s Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on the College website. Photographs of pupil activities such as sporting events, College camps and College excursions may be taken for and published in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the pupils’ parents or guardians if we wish to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.

12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose this information to third parties.
Employment Collection Notice

1. In applying for a position with the College, you will be providing St Gregory’s College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at enquiries@stgregs.nsw.edu.au.

2. If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your application for employment. If your application is unsuccessful, the College will destroy your resume. If you specifically ask the College to retain your resume, it will be held for a reasonable amount of time and then destroyed.

3. The College’s Privacy Policy contains details of how you may complain about a breach of the Australian Privacy Principles or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

4. We will not disclose this information to a third party without your consent.

5. As part of the employment process, the College will conduct a criminal record check and a Working With Children Check regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection Legislation respectively. We may also collect personal information about you in accordance with these checks.

6. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.
Volunteer Collection Notice

1. In offering to provide voluntary services to the College, you will be providing St Gregory’s College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at enquiries@stgregs.nsw.edu.au.

2. If you provide us with personal information, for example your name and address or information contained on the student enrolment application or other documents, we will collect that information.

3. You agree that we may store this information for a period of at least 7 years and after that period, we will destroy it.

4. The College’s Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.

5. We will not disclose this information to a third party without your consent.

6. As part of the engagement process the College will conduct a criminal record check and a Working With Children Check regarding whether you are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection Legislation respectively. We may also collect personal information about you in accordance with these checks.

7. The College may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.

8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.
Contractor Collection Notice

1. In applying to provide services to the College, you will be providing St Gregory’s College Campbelltown with personal information. We are located at 100 Badgally Road, Gregory Hills NSW 2557 and can be contacted on 02 4629 4222 or by email at enquiries@stregs.nsw.edu.au.

2. If you provide us with personal information on yourself or members of your organisation, for example your name and address or information contained on your tender or offer, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

3. You agree that we may store this information for a period of at least 7 years and after that period, we will destroy it.

4. The College’s Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the Australian Privacy Principles.

5. We will not disclose this information to a third party without your consent.

6. As part of the engagement process the College will conduct a criminal record check and a Working With Children Check regarding whether you or members of your organisation are or have been the subject of an Apprehended Violence Order or certain criminal offences under Child Protection Legislation respectively. We may also collect personal information about you or members of your organisation in accordance with these checks.

7. The College may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the College and why and that they can access that information if they wish, but be advised that the College does not usually disclose the information to third parties.

9. The College reserves the right to use the photo identification provided by the contractor as part of its internal process to produce a photo ID card that will allow that contractor to work on the College premises. The College will delete any photographs taken electronically on a mobile or other device after the ID card is produced.
Old Boys’ Association Collection Notice

1. St Gregory’s College Foundation may collect personal information from Old Boys from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of St Gregory’s College Campbelltown and to keep alumni members informed about other members.

2. We must have the information referred to above to enable us to continue your membership in the Old Boys Association.

3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by St Gregory’s College Campbelltown to assist in its fundraising activities. If you do not agree to this, please contact the Foundation Office.

4. St Gregory’s College Foundation may publish details about you or photographs of you in our alumni publication, In-Touch, or on the College website. If you do not agree to this, please contact the Foundation Office.

5. The College’s Privacy Policy (please refer page 1) contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles.

6. The College may store personal information in the ‘cloud’, which may mean that it resides on servers which are situated outside Australia.

7. If you provide personal information to us about other people, we encourage you to inform them of the above matters.
ST GREGORY'S COLLEGE CAMPBELLTOWN

DISCLOSURE STATEMENT TO STUDENTS

Counselling at St Gregory’s College Campbelltown – Things You Should Know

The College provides counselling services for its students as part of its pastoral care program. These are provided through counsellors employed by the College.

Students are encouraged to make use of these services if they need assistance. There are, however, a number of things that students and their parents should know before using the counselling service.

1. Records will be made of counselling sessions and because the counsellor is an employee, those records belong to the College, not the counsellor.

2. The College is very conscious of the need for confidentiality between counsellor and student. However at times it may be necessary for the Counsellor to divulge the contents of discussions or records to the Principal if the Principal or the Counsellor considers it necessary for the student’s welfare to discharge the College’s duty of care to the student.

3. It is also possible that the Principal may need to disclose aspects of discussions with counsellors to others in order to assist the student.

4. Where a disclosure is made it would be limited to those who need to know, unless the student consents to some wider disclosure.

We emphasise that disclosures (if any) would be very limited. However if a student is not prepared to use the counselling services on the basis set out above the student will need to obtain counselling services from outside the College.
Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our College publications, such as the College’s newsletter or website and social media, or to promote the College in newspapers and other media.

The Catholic Education Commission of New South Wales (CECNSW) and Catholic Diocese of Wollongong (Diocese) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child’s photograph/video for the above purposes. Please complete the permission form below and return to the College as soon as possible.

Thank you for your continued support.

________________________________________       Date: ________________
STUDENT’S NAME: ___________________________       YEAR LEVEL: _________

• I give permission for my child’s photograph/video and name to be published in:
  ➢ the College website
  ➢ social media
  ➢ promotional materials
  ➢ newspapers and other external publications and media

• I authorise the CECNSW/Diocese to use the photograph/video in material available free of charge to schools and education departments around Australia for the CECNSW/Diocese's promotional, marketing, media and educational purposes.

• I give permission for a photograph/video of my child to be used by the CECNSW/Diocese in the agreed publications without acknowledgment, remuneration or compensation.

• I understand and agree that if I do not wish to consent to my child’s photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the College.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a license between education departments of the various states and territories; allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent/Guardian (please circle): _____________________________________________________________

Signature: Parent/Guardian: ___________________________________________________________       Date: ________________

If Student is aged 15 years or over, student must also sign below:

Signature: Student: ___________________________________________________________       Date: ________________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).
ST GREGORY’S COLLEGE CAMPBELLTOWN

CONSENT TO USE STUDENT MATERIALS

I give permission for materials created by ____________________________________ (please insert student name) as part of his studies at the College, to be reproduced, communicated and publicly performed for the educational or promotional purposes of the College; the Diocese; the Catholic Education Commission NSW; other Catholic education institutions in NSW; or other schools or educational institutions that are parties to the National Educational Access Licence for Schools Agreement (NEALS).

Name of Parent/Guardian (please circle): __________________________________________________________

Signature: Parent/Guardian: ___________________________________________________________ Date: ______________

If Student is aged 15 years or over, student must also sign below:

Signature: Student: ___________________________________________________________ Date: ______________