



MSEI POLICY 10.00

PRIVACY POLICY

10.1 PRIVACY POLICY

Your privacy is important

This statement outlines the policy of **Mercy Secondary Education Inc** (MSEI) on how the **Association**, through its **Board of Management**, uses and manages personal information provided to or collected by it.

The Association is bound by the Information Privacy Principles and the National Privacy Principles contained in the Commonwealth Privacy Act and by State legislation.

The Association is a legal entity under the Incorporations Act (1981) and is responsible for the conduct of seven Mercy sponsored schools, namely:

***Academy of Mary Immaculate, Fitzroy
Sacred Heart College, Geelong
Our Lady of Mercy College, Heidelberg
Sacred Heart College, Kyneton
Mount Lilydale Mercy College, Lilydale
St Joseph's College, Mildura
St Aloysius College, North Melbourne***

As stipulated in the Privacy Compliance Manual (2001), Section 16.11.5, developed by the Catholic Education Commission of Victoria (CECV) with the assistance of Minter Ellison, Lawyers, personal information may be used, within the Association and the seven Mercy sponsored schools, for the purpose for which it was collected. However, where employment information is transferred to another organisation, the employee exemption will not apply to that record in the hands of that other organisation.

The Association may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the Association's operations and practices and to make sure it remains appropriate to the changing education environment.

What kind of personal information does the Association collect and how does the Association collect it?

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

- job applicants, Board members, school staff members, students, volunteers and contractors; and
- other people who come into contact with the Association's operation



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Personal Information you provide: The Association will generally collect personal information held about an individual by way of forms filled out by applicants, face-to face meetings and interviews, submission of articles for publication in newsletters or annual reports and telephone calls.

On occasions people other than nominated referees may be contacted by the Association to provide personal information about an individual. On such occasions, prior permission from the individual shall be sought and any consequences arising from denial of permission shall be discussed with the individual. It should be understood that as required by law (eg Child Protection Requirements), the Association may contact designated people without seeking the prior consent of an applicant.

Personal Information provided by other people: In some circumstances the Association may be provided with personal information about an individual from a third party, for example a report provided by a legal or financial professional, a health professional or a reference from another educational institution.

Exception in relation to employee records: Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the Association's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Association and employee.

How will the Association use the personal information you provide?

The Association 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, or to which you have consented.

Board Members, Volunteers, Students and Parents: In relation to personal information of Board members, school staff, students and volunteers, the Association's primary purpose of collection is to enable the Association to administer its duty of operating the educational interests of the Institute of the Sisters of Mercy – Melbourne Congregation. This includes satisfying the needs of Congregation and the needs of the Association throughout the period of the individual's involvement with the Board, the school or the Association.

The purposes for which the Association uses personal information include:

- to keep personnel involved in Mercy education and Diocesan educational authorities informed about matters related to the Association's operation, through correspondence, newsletters and reports;
- day-to-day administration;



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- conducting meetings, professional development seminars and conferences;
- to satisfy the Association's accountability and legal and financial obligations, and to allow the Association to discharge its duty of care.

In some cases where the Association requests personal information about an individual, if the information requested is not obtained, the Association may not be able to provide appropriate assistance.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the Association'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 Association uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- in conducting school reviews, principal reviews and deputy principal appraisals;
- for insurance purposes;
- to satisfy the Association's legal obligations.

Volunteers: The Association also obtains personal information about volunteers who assist the colleges in their functions or conduct of associated activities, such as the School Council, to enable the Association, the colleges and the volunteers to work together.

Marketing and fundraising: The association treats marketing and seeking donations for the future growth and development of its works as an important part of ensuring that its colleges continue to be quality learning environments in which students and staff thrive. Personal information held by the Association may be disclosed to an organisation that assists in fundraising.

Parents, staff, contractors and other members of the wider community may from time to time receive fundraising information. The Association's publications, like newsletters and reports, which include personal information, may be used for marketing purposes.

Who might the Association disclose personal information to?

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

- principals of other schools;
- appropriate persons in government departments;
- people providing services to the Association, including consultants and specialists;



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- recipients of the Association's publications, like newsletters and magazines;
- board members and volunteers; and
- anyone to who you authorise the Association to disclose information.

Sending information overseas: The Association 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 National Privacy Principles.

How does the Association treat sensitive information?

In referring to 'sensitive information', the Association means: information relating to a person's racial or ethnic origin, political opinions, philosophical beliefs, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; 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 you agree otherwise, or the use of disclosure of the sensitive information is allowed by law.

Management and security of personal information

The Association's staff are required to respect the confidentiality of students', parents' and volunteers' personal information and the privacy of individuals.

The Association has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

Updating personal information

The Association endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update one's personal information held by the Association by contacting the executive officer of the Association at any time.

The National Privacy Principles require the Association not to store personal information longer than necessary.

You may seek access to the personal information the Association holds about you



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Under the Commonwealth Privacy Act, individuals may seek access to personal information which the Association holds about them. There are some exceptions to this set out in the Act.

To make a request to access any information the Association holds about you or your child, please contact the executive officer in writing.

The Association may require you to verify your identity and specify what information you require. The Association may charge a fee for access and will advise the likely cost in advance.

ENQUIRIES

If you would like further information about the way the Association manages the personal information it holds, please contact the executive officer.

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