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The purpose for which the College uses personal information of students and parents includes:

- to keep parents informed about matters related to their child's education, through correspondence, newsletters and magazines;
- day-to-day administration of the College;
- looking after students' educational, social, spiritual 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 student or parent if the information requested is not provided 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.

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.

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(s).

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as former student associations, to enable the College and the volunteers to work together.

The College treats marketing, advertising and

Personal information is used for the purposes for which it was given to the College, or for purposes which are directly related to one or more of our functions or activities. Personal information may be disclosed if the individual:

- has provided consent; or
- would reasonably expect the personal information to be disclosed in that manner.

The College may disclose personal information without consent or in a manner which an individual would reasonably expect if:

- required to do so by law;
- the disclosure will lessen or prevent a serious threat to the life, health or safety of an individual or to public safety;
- another permitted general situation applies;
- disclosure is reasonably necessary for a law enforcement related activity;
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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.

If unsolicited personal information received by the College could not have been collected, the College will destroy or de-identify the information as soon as practicable, provided it is lawful and reasonable to do so. Given that on many occasions it is likely that unsolicited personal information will be received orally, it is important for all staff to understand that this information will only be caught by the privacy laws in the event it is subsequently recorded.

It is the College's policy that staff do not record unsolicited personal information received during conversations unless that information is relevant to the functions and activities of the College.

The College's staff are required to respect the 0 1 114.63 'liidentiality 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 College stores personal i3 'liormation in a variety of formats including, but not limited to:

- databases
- hard copy files
- personal devices, including laptop computers
- third party storage providers such as cloud storage facilities
- paper based files.

The College takes all reasonable steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

These steps include, but are not limited to:

- Restricting access and user privilege of information by staff depending on their role and responsibilities.
- Ensuring staff do not share personal passwords.
- Ensuring hard copy files stored in lockable filing cabinets in lockable rooms. Staff access is subject to user privilege.
- Ensuring access to the College's premises secured at all times.
- Ensuring IT and cyber security systems, policies and procedures implemented and up to date.
- Ensuring staff comply with internal policies and procedures when handling the information.

The College has a Data Breach Response Team (DBRT) comprising of Director of Innovation and Technology, Director of Business Services and Finance Manager who follow the Data Breach

from you to provide a full and complete response. You may also submit a complaint to the OAIC.

You can contact the College about this policy or about your personal information in the following ways:

Email: sjc@joeys.org Call: 02 9816 0900

Post: Privacy Officer, St Joseph's College, Locked Bag 5009, Gladesville NSW 2175

There is an option to not identify yourself or the option of using a pseudonym unless it is required by law or impracticable for us to do so.

This Privacy Policy is subject to change at any time. Please regularly check the College's Privacy Policy on the College website (www.joeys.org) for any changes.

- The College collects personal information, including sensitive information about students and parents or guardians before and during a student's enrolment at the College. This may be in writing or during conversations. The primary purpose to collect this information is to enable the student take part in the College activities offered.
- Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These laws include relevant Education Acts, and Public Health Laws and Child Safeguarding Laws. Also, anyone to whom the College is required or authorised to disclose the information by law, including child protection Laws.
- Health information about students is sensitive information within the terms of the APPs. The College may ask you to provide medical reports about students from time to time.
- The College may disclose personal and sensitive information to others for administrative, support and educational purposes, including facilitating the transfer of a student to another College. This includes to other Colleges, government departments (including for policy and funding purposes), Catholic Education Office, Catholic Education Commission, the 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.
- Personal information collected from students (e.g. Family Contact Information) may be disclosed to other staff members of the College for administrative purposes.
- The College may store personal information in the 'cloud' where it is accessible by other staff members of the College.

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