IONA COLLEGE

Privacy Policy

This policy is maintained by the Deputy Principal
This Privacy Policy sets out how Iona College manages personal information provided to or collected by it.

Iona College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, Iona College is also bound by Queensland legislation.

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

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

The type of information Iona 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 before, during and after the course of a pupil’s enrolment at Iona College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with Iona College.

Personal Information you provide: Iona 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 Iona 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.

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

How will Iona College use the personal information you provide?

Iona 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 could reasonably be expected by you, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, Iona College's primary purpose of collection is to enable Iona College to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of Iona College throughout the whole period the pupil is enrolled at Iona College.

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

In some cases where Iona College requests personal information about a pupil or Parent, if the information requested is not provided, Iona 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, Iona 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 Iona 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 Iona College; and
• to satisfy Iona College's legal obligations, for example, in relation to child protection legislation.

Volunteers: Iona College also obtains personal information about volunteers who assist Iona College in its functions or conduct associated activities to enable Iona College and the volunteers to work together.

Marketing and fundraising: Iona College treats marketing and seeking donations for the future growth and development of Iona College as an important part of ensuring that Iona College continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by Iona College may be disclosed to organisations that assist in Iona College's fundraising, for example, Iona College's Foundation, Parents and Friends and Old Boys.

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

Who might Iona College disclose personal information to and store your information with?
Iona College may disclose personal information, including sensitive information, held about an individual to:

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

Sending and storing information overseas: Iona College may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, Iona 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.

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

How does Iona College treat sensitive information?
In referring to 'sensitive information', Iona 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
Iona College's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Iona College has in place steps to protect the personal information Iona 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 Iona College holds about them and to advise Iona College of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their Parents.

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

To make a request to access or update any personal information Iona College holds about you or your child, please contact the College in writing. Iona College may require you to verify your identity and specify what information you require. Iona 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, Iona 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
Iona College respects every Parent’s right to make decisions concerning their child’s education.

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

Iona College may, at its discretion, on the request of a pupil grant that pupil access to information held by Iona 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 Iona College manages the personal information it holds, or wish to complain that you believe that Iona College has breached the Australian Privacy Principles please contact the College. Iona 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.