Privacy is important
This statement outlines the College’s policy on how the College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

In the course of providing our services, personal information is collected, held and maintained by the College. We are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

The primary purpose of collecting this information is to enable the College to provide Schooling for students attending the College.

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

What kind 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 sensitive information, about:

- pupils and parents and/or guardians 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, 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, the National 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 provided?
The College will use personal information it collects from individuals 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 the person has 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 both the needs of parents and the needs of the pupil 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, the College webpage and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- publicity associated with Mercy Secondary Education and the Mercy Education Limited Board;
- 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 obtained, the College may not be able to enrol or continue the enrolment of the pupil.

**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 funds and marketing for the College;
- to satisfy the College's legal obligations, for example, in relation to child protection and Working With Children 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 be a quality learning environment in which both pupils and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

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?**

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

- another College or School;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- Mercy Education Limited Board;
- Catholic Education Office Melbourne and Catholic Education Commission of Victoria Inc.
- Parents; and
- anyone an informant authorises the College to disclose information to.

**Sending information overseas**

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 National Privacy Principles.

**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, 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 the person providing the information agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**

The College 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, 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 College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Registrar of the College at any time.

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

**Access to personal information the College holds**

Under the Commonwealth Privacy Act, an individual may seek access to personal information which the College holds about them. There are some exceptions to this set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about a parent or child, please contact the College Principal in writing.

The College may require individuals to verify their identity and specify what information is required. The College may charge a fee for access and will advise the likely cost in advance.

**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.

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 warrant.

**Enquiries**

If you would like further information about the way the College manages the personal information it holds, please contact the College Principal.

**Policy Development and Review**

This policy was developed by the College Executive in 2002. It has been developed in response to legislation in 2001 and relies on the Privacy Compliance Manual from the Catholic Education Office – 1 November 2001. The policy was written by the Principal in consultation with the Executive, was reviewed in 2007 and January 2012 and will be reviewed as the need arises or no later than December 2012.
STANDARD COLLECTION NOTICE

Privacy Statement
1. Mount Lilydale Mercy 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. The primary purpose of collecting this information is to enable the College to provide Schooling for your son/daughter. If we do not obtain this personal information we may not be able to enrol or continue the enrolment of individual pupils.

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. In the course of providing our services, personal information is collected, held and maintained by the College. Each individual's privacy is important and we are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

4. All information collected by the College will be used only for the primary purpose intended.

5. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.

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

7. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes providing information to other Colleges and Schools, government departments, Catholic Education Office, the Catholic Education Commission, Mercy Secondary Education Board, the Archdiocese and the Parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.

8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines, on our website and noticeboards. In addition this information may be published in newspapers, the electronic media, in publications from Mercy Education Limited Board, Catholic Education Office Melbourne (CEOM), the Catholic Education Commission of Victoria Ltd (CECV) and the Eastern Independent Schools Melbourne Association (EISM). Such information can be in the form of the written word or photographs.

9. Personal student information in photographs, video images, audio recordings and written form may be used in learning activities including art work, photograph displays, class projects, poems, articles, blogs, podcasts, video or digital stories. Teachers intending to use images, sound recordings or written comments relating to students must obtain prior permission for the learning activity from the Deputy Principal – Director of Studies.

10. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information 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.

11. The College from time to time engages in fundraising activities. Information received from individuals may be used to make an appeal to them. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose any individual's personal information to third parties for their own marketing purposes without the consent of the informant.

12. We may include contact details of parents/guardians in a class list and College directory.

13. If individuals provide the College with the personal information of others, such as doctors or emergency contacts, we encourage the informants to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
ALUMNI COLLECTION NOTICE

Privacy Statement

1. The Mount Lilydale Mercy College Old Collegians’ Association may collect personal information about individuals from time to time. The primary purpose of collecting this information is to enable us to inform these individuals about the Association’s activities and the activities of Mount Lilydale Mercy College 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 of Mount Lilydale Mercy College Old Collegians Association.

3. From time to time the Association engages in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Mount Lilydale Mercy College to assist in its fundraising activities. If you do not agree to this, please advise us now.

4. The Mount Lilydale Mercy College Old Collegians’ Association may publish details about you in our Coolock publication and our website. If you do not agree to this you must advise us now.

5. You may seek access to personal information collected about you by contacting us, care of the College.

6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.
EMPLOYMENT COLLECTION NOTICE

Privacy Statement

1. In applying for this position you will be providing Mount Lilydale Mercy College with personal information. The College can be contacted at 120 Anderson Street, Lilydale 3140, Telephone: 9735 4022, Fax: 9735 0266, or email: principal@mlmclilydale.catholic.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.

3. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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. We usually disclose this kind of information to the following types of organisations e.g. other Catholic Colleges, other schools, confidential referees, the Victorian Institute of Teaching and the Catholic Education Office.

5. Our policy is to conduct a criminal record check regarding whether you are or have been the subject of an AVO and certain criminal offences.

6. 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, that they can access that information if they wish, that the College does not usually disclose the information to third parties.
CONTRACTOR/VOLUNTEER COLLECTION NOTICE

Privacy Statement

1. In applying to provide your services you will be providing Mount Lilydale Mercy College with personal information. We can be contacted at 120 Anderson Street, Lilydale 3140, Telephone: 9735 4022, Fax: 9735 0266, or email: principal@mlmclilydale.catholic.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.

3. Access to this information may be available to you if you ask the College for it. 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. We usually disclose this kind of information to the following types of organisations e.g. other Catholic Colleges, other Schools and Catholic Education Office.

5. Our policy is to conduct a Working With Children check for all contractors who work at the College for more than four days per annum regarding whether you are or have been the subject of an AVO and certain criminal offences.

6. 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.