

ST EUPHEMIA COLLEGE

K-12



PRIVACY POLICY

2014

1. Policy Statement

Privacy Policy is the College's official statement on the type of information collected, how the information will be used, the process by which a stakeholder can access information held about themselves, and the steps for having the data removed or amended.

2. Applicability

This policy applies to the teaching and administrative staff at St Euphemia College. It includes any college groups/committees (such as the P & P Associating and various support committees) and any other entities or organisations related to or associated with the College.

3. Context/Rationale

All staff including teaching and administrative staff of St Euphemia College are required by law to protect the personal and health information the College collects and holds.

Privacy is valued at the College and it is a priority to protect and preserve student and staff confidential information.

4. Roles and Responsibilities

Responsibility of the Principal/Delegated Authority:

The Principal/Delegated Authority is expected to:

- distribute the College's Privacy Policy to all current staff and relevant personnel
- incorporate of the Privacy Policy into the terms and conditions of employment or engagement for all new staff and contractors, and acknowledgement that they have read and understood it
- keep periodic compliance reviews and audits.

Responsibilities of the School Executive:

School Executive's are expected to:

- to ensure that all members in their faculty have read, understood and are prepared to adhere to the Privacy Policy and Guidelines

Responsibility of the staff:

Staff & relevant personnel are expected to:

- acknowledge that they have read, understood and are prepared to adhere to the Privacy Policy.

5. Monitoring, Evaluation and Reporting Requirements

St Euphemia College maintains records to better assist it to deliver the educational and other services that it provides and to comply with legal requirements. It is the College's policy to ensure that only relevant information is collected. Some information may be collected to help with internal management and for marketing purposes.

Information is held in strict confidence and is stored securely and accessed only by authorized personnel. To protect confidential personal information, the College maintains physical, electronic and other safeguards.

The Privacy Act enables individuals to make a complaint if they feel their personal information has been handled inappropriately by the School. Complaints need to be directed in the first instance to the School where complaints handling procedures will come into effect.

6. Policy Review

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.