



Diocese of Toowoomba Catholic Schools Privacy Statement

Diocese of Toowoomba Catholic Schools (TCS) is inclusive of 31 Catholic schools and colleges and the Catholic Schools Office. This Privacy Statement applies to these schools and the Catholic Schools Office (TCSO) and sets out how each school and the TCSO manages personal information provided to or collected by it.

TCS is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act (1988).

TCS may from time to time, review and update this Privacy Statement to take account of new laws and technology, changes to school and TCS operations and practices and to ensure it remains appropriate to the changing school and TCS environment.

What kinds of personal information does a school collect and how does a school or TCSO collect it?

The type of information schools and the TCSO collect and hold includes (but is not limited to) personal information, including health and other sensitive information, about:

- students and parents and/or carers (parents) before, during and after the course of a student's enrolment at the schools
- job applicants, staff members, volunteers and contractors
- other people who come into contact with the school and TCSO

Personal information you provide: A school will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and students provide personal information. The TCSO will have access to the information provided to schools along with personal information that is collected from those who provide it to the TCSO directly.

Personal information provided by other people: In some circumstances a school or the TCSO 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 Statement does not apply to TCS's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the school and employee.

How will a school or the TCSO use the personal information you provide?

A school or TCSO 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.

Students and parents: In relation to personal information of students and parents, a school's primary purpose of collection is to enable the school to provide a quality Catholic education to the student. This includes satisfying the needs of parents, the needs of the student and the needs of TCSO and school throughout the whole period the student is enrolled at the school.

The purposes for which TCSO and its schools use personal information of students and parents include:

- to keep parents informed about matters related to their child's schooling through correspondence, newsletters and magazines



- day to day administration
- looking after students' educational, social, spiritual and medical wellbeing
- seeking donations and marketing for the school
- to satisfy TCSO's and the school's legal obligations and allow schools and TCSO to discharge its duty of care.

In some cases, where a school requests personal information about a student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants, staff members and contractors: In relation to the personal information of job applicants, staff members and contractors, TCSO's and a school's primary purpose of collection is to assess and (if successful) engage the applicant, staff member or contractor, as the case may be.

The purposes for which TCSO and a school 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 individual schools and TCS
- to satisfy TCSO's and school's legal obligations, for example in relation to child protection legislation.

Volunteers: TCSO and schools also obtain personal information about volunteers who assist the TCSO and/or school in its functions or conduct associated activities, such as alumni associations, to enable the school and the volunteers to work together.

Marketing and fundraising: TCSO and schools treat marketing and seeking donations for the future growth and development of a school as an important part of ensuring that a school continues to be a quality learning environment in which students and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example the School's foundation or alumni organisation, Church and parish authorities or the Catholic Diocese of Toowoomba.

Exception in relation to related schools: The Privacy Act allows each school, being legally related to each of the other schools administered by TCS to share personal (but not sensitive) information with other TCS administered schools. Other schools administered by TCS may then only use this personal information for the purpose for which it was originally collected by the TCS school. This allows schools to transfer information between them, for example when a student transfers from one TCS school to another.

Who might a school or TCSO disclose personal information to?

A school or TCSO may disclose personal information, including sensitive information, held about an individual to:

- another school
- government departments
- the School's parish, the Queensland Catholic Education Commission and other related church agencies/entities
- medical practitioners including disclosing student and parent information to school health program providers for the purposes of providing school health programs (immunisation and dental)
- people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools



- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
- people providing administrative and financial services to the school
- recipients of school publications, such as newsletters and magazines
- students' parents or carers
- anyone you authorise the school to disclose information to
- anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.

Sending information overseas: A school or TCSO may disclose personal information about an individual to overseas recipients, for instance, when storing personal information with “cloud” service providers which are situated outside Australia or to facilitate a school exchange. However, a school or TCSO will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases, the consent will be implied); or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The school and TCSO may use online or 'cloud' service providers to store personal information and to provide services to the school or TCSO that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may be stored in the 'cloud' which means that it may reside on a cloud service provider's servers which may be situated outside Australia.

An example of such a cloud service provider is Microsoft 365. Microsoft 365 provides apps for education including email, and stores and processes limited personal information for this purpose. School and TCSO staffs and its service providers may have the ability to access, monitor, use or disclose emails, communications (eg instant messaging), documents and associated administrative data for the purposes of administering Microsoft 365 and ensuring its proper use.

How does a school and TCSO treat sensitive information?

In referring to 'sensitive information' a school and TCSO 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, 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 sensitive information is allowed by law.

Management and security of personal information

TCSO and school staffs are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

Each school and the TCSO has in place steps to protect the personal information the school and TCSO 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 Privacy Act, an individual has the right to obtain access to any personal information which TCSO or a school holds about them and to advise TCSO or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act.



Students will generally be able to access and update their personal information through their parents, but older students may seek access and correction themselves.

To make a request to access or update any personal information that TCSO or a school holds about you or your child, please contact:

- For schools - the school's Principal in writing
- For TCSO – the Executive Director: Catholic Schools in writing.

The school or TCSO may require you to verify your identity and specify what information you require. The school or TCSO 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, the school or TCSO will advise the likely cost in advance. If the school or TCSO cannot provide you with access to that information, the school or TCSO will provide you with a written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

TCS respects every parent's right to make decisions concerning their child's education.

Generally, a school or TCSO will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. A school or TCSO will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

As mentioned above, parents may seek access to personal information held by a school or TCSO about them or their child by contacting the school's principal or Executive Director: Catholic Schools. However, there will be occasions when access is denied. Such occasions would include where the 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 school's duty of care to the student. A school or TCSO may, at its discretion, on the request of a student grant that student access to information held by the school about them, or allow a student 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 student and/or the student's personal circumstances so warranted.

Enquiries and complaints

If you would like further information about the way TCSO or a school manages the personal information it holds, or wish to make a complaint that TCSO or a school has breached the Australian Privacy Principles, please contact the school's principal or Executive Director: Catholic Schools. TCSO or the school will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.

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