

## 1. PURPOSE

Xavier College (the 'School') is committed to respecting the privacy of each individual in its community and complying with the Privacy Act 1988 (Cth) ('Privacy Act') and the Australian Privacy Principles. The School takes its responsibilities for ensuring the security and confidentiality of individuals' information seriously.

The purpose of the Privacy Policy (the 'Policy') is to set out why and how the School collects and manages personal information that is provided to or collected by the School.

This Policy outlines the circumstances in which the School obtains personal information, how it uses that information and how the School manages requests to access and/or change that information.

## 2. CONTEXT

Xavier College is bound by the Privacy Act and the Australian Privacy Principles. In relation to health records, the School is also bound by the Health Records Act 2001 (Victoria) ('Health Records Act') and the Health Privacy Principles prescribed in the Health Records Act.

The School may, from time to time, review and update this Policy to take into account new laws and technology, changes to the School's operations and practices and to make sure it remains appropriate to the changing internal and external environment.

## 3. SCOPE

This Policy applies to all school employees, Jesuits, directors, students, parents and guardians, third party service providers, volunteers and contractors involved in the school environment.

## 4. POLICY STATEMENT

### 4.1 What kind of personal information does the School collect?

The School collects and holds personal information, including health and other sensitive information, about:

Any court orders  
Volunteering inf

Seeking donations and marketing for the School. The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to provide a quality learning environment in which both students and staff thrive

To satisfy the School's legal obligations and allow the School to discharge its duty of care to students and staff

To satisfy the School service providers' legal obligations, including the Jesuit Province or Jesuit Education Australia (JEA), the Catholic Education Commission of Victoria Ltd (at(at(chd @ 0 0.24 0 0 0.24 1





## 4.11 Access and correction of personal information

## 5. DEFINITIONS

Key terms in this Policy are:

**Health information** means:

- (a) Information or an opinion about:
  - (i) The physical, mental or psychological health (at any time) of an individual or a disability (at any time) of an individual; or
  - (ii) An individual's expressed wishes about the future provision of health services to him or her; or
  - (iii) A health service provided, or to be provided, to an individual, that is also personal information; or
- (b) other personal information collected to provide, or in providing, a health service; or

**Personal information** means information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable.

**Record** is defined in the Privacy Act.

**School environment** means:

Any physical or virtual place made available or authorised by the school governing authority for use by a child during or outside school hours, or otherwise in accordance with its functions and

If you are not satisfied with the School's decision you may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

Address: GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992

Website: [www.oaic.gov.au](http://www.oaic.gov.au)

## 8. FURTHER INFORMATION

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If you would like further information about the way the School manages the personal information it holds about you please contact the School's Data Administration Manager based at the Senior Campus or the Director of Campus.

### **POLICY RATIFICATION AND REVIEW:**

Xavier College policies are ratified by the Xavier College Board and are generally reviewed on a three - year basis or earlier if required.

Please note: This Policy may be varied by the School from time to time at its discretion and the School may, at its discretion, depart from this Policy in circumstances where it deems it appropriate to do so.

### **POLICY REFERENCE NUMBER: 1.1**