Aquinas College Inc
North Adelaide
Privacy Policy: Overview

1. Purpose

Aquinas College is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This policy sets out the College’s expectations with regard to compliance with this Act.

2. Policy

It is the policy of Aquinas College that:

1. all staff members and students comply with the provisions of the Commonwealth Privacy Act (as amended)

2. there is a publicly available Privacy Statement which provides information and details to students, parents, employees, contractors and volunteers regarding;

   • the personal information they collect and how it is collected
   • how they use the personal information provided by others
   • to whom and in what circumstances they disclose personal information
   • how they store personal information
   • how they manage and treat sensitive information
   • how students, parents, employees, contractors and volunteers may correct the personal information held about them
   • how they manage consent and access to personal information of students
   • how enquiries and complaints are managed
   • what exemptions apply with regard to any of the above
3. Definitions

**Staff** means staff employed by Aquinas College

**Parents** means parents and/or guardians.

**Personal information** means information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

**Sensitive information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

Key terms will be defined where necessary to convey how they are being used by the Commission.

4. Responsibility for implementation, monitoring, and continual improvement

The Head of College, supported by the College Executive, staff and House Coordinators have the responsibility of implementing, monitoring and improving the Policy.

Those who are involved in the implementation of the policy are identified in this section.

5. Supporting procedures or policy support documents

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Catholic documentation including the following:

- SACCS Privacy Procedure
- Catholic Schools and Catholic Education Office (Archdiocese of Adelaide) Privacy Statement
- Catholic Schools and Catholic Education Office (Diocese of Port Pirie) Privacy Statement

6. Resources

**Privacy Amendment (Enhancing Privacy Protection) Bill 2012**


[CESA privacy collection](http://CESA privacy collection)
7. Revision Record

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