



John Paul II Institute

for Marriage and Family, Melbourne

PRIVACY POLICY

Your Privacy is Important

This statement outlines the policy of the Institute on how the Institute uses and manages personal information provided to or collected by it.

The Institute is bound by the National Privacy Principles contained in the Commonwealth Government's Privacy Act (Privacy Act). The Institute also complies with the Information Privacy Principles under the Privacy Act when it deals with information obtained from students.

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

For details of the latest Privacy Policy, please contact the Institute at the address noted at the conclusion of this policy.

What kind of personal information does the Institute collect and how does the Institute collect it?

The type of information the Institute collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students before, during and after the course of a student's enrolment at Institute;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the Institute.

Personal Information You Provide

The Institute will generally collect personal information held about an individual by way of forms filled out by the individual, face-to-face meetings and interviews, and telephone calls.

Personal Information Provided By Other People

In some circumstances the Institute may be provided with personal information about an individual from a third party, for example information provided by a health professional or from another employer or source.

Exception in Relation to Employee Records

Under the Privacy Act, the National Privacy Principles (NPP's) do not apply to an employee record.

As a result, the NPP's do not apply to the Institute's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the Institute and employee.

How Will the Institute Use the Personal Information You Provide?

The Institute 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

In relation to personal information of students, the Institute's primary purpose of collection is to enable the Institute to provide educational support.

The purposes for which the Institute uses personal information of pupils and parents include:

- assisting with students' educational, social and medical well-being; and
- to satisfy the Institute's accountability and legal obligations and allow the Institute to discharge its duty of care.

In some cases where the Institute requests personal information about a student, if the information requested is not obtained, the Institute may not be able to provide appropriate assistance.

Job Applicants, Staff Members and Contractors

In relation to personal information of job applicants, staff members and contractors, the Institute'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 Institute 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; and
- to satisfy the Institute's legal obligations, for example, in relation to child protection legislation.

Volunteers

The Institute also obtains personal information about volunteers who assist the Institute in its support functions.

Who Might the Institute Disclose Personal Information To?

The Institute may disclose personal information, including sensitive information, held

about an individual to anyone to whom you authorise the Institute to disclose information

Sending Information Overseas

The Institute will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (may be implied); or
- otherwise complying with the NPP's.

How Does the Institute Treat Sensitive Information?

In referring to 'sensitive information', the Institute 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 you agree otherwise, or when the use or disclosure of the sensitive information is allowed by law.

Management and Security of Personal Information

The Institute's staff are required to respect the confidentiality of an individual's personal information and the privacy of individuals.

The Institute has in place steps to protect the personal information the Institute holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and security-protected access rights to computerised records.

Updating Personal Information

The Institute endeavours to ensure that the personal information it holds is accurate, complete and up to date.

A person may seek to update his/her personal information held by the Institute by contacting the Registrar of the Institute at any time.

The NPP's require the Institute not to store personal information longer than necessary.

You May Seek Access to the Personal Information the Institute Holds About You

Under the Privacy Act, an individual may seek access to personal information which the Institute holds about him/her.

There are some exceptions to this set out in the Act.

To make a request to access any information the Institute holds about you, please contact the Registrar in writing.

The Institute may require you to verify your identity and specify what information you require.

If you perceive that there is an error in your personal information held by the Institute you may apply in writing to the Registrar for the error to be corrected.

If you believe that the Institute has breached your privacy you may submit a complaint in accordance with the Institute Grievance Policy.

Enquiries

If you would like further information about the way the Institute manages the personal information it holds, please contact:

The Registrar: Lt Col. Toby Hunter Phone 03 9417 4349 or thunter@jp2institute.org

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