



Privacy Policy

St Bernard's College respects the privacy of members of its community. Information collected in the normal course of the operations of the College will be used in a responsible manner that complies with the 13 Australian Privacy Principles contained in the Commonwealth Privacy Act. (Privacy Amendment [Enhancing Privacy Protection] Act 2012.

The College's primary purpose of information collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

It is College policy not to use any information about an individual unless it is relevant to school business.

Applicability

This policy applies to all activities of St Bernard's College and all dealings of our staff and contractors with students, parents and guardians. It applies to the period before, during and after a student's enrolment and/or a staff member's employment at St Bernard's College. This policy supersedes any previous Privacy Policy.

What kind of information does the College collect?

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

- students and parents and/or guardians before, during and after the course of a pupil's enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

It is College policy to ensure that all private information about an individual recorded by the school is kept secure and available only to authorised persons who have a need to know that information in performing school business.