



PRIVACY POLICY

Preamble

St Columba's is a Mary Aikenhead Ministries College in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

Context

This Privacy Policy sets out how St Columba's College manages personal information provided to the College or collected by it.

St Columba's College is bound by the Commonwealth *Privacy Act 1988*, including the Australian Privacy Principles. In relation to health records, St Columba's College is also bound by the Victorian *Health Records Act 2001*, including the Health Privacy Principles.

In this Privacy Policy, "personal information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable. It includes information about an individual's physical, mental or psychological health, or disability and "sensitive information" as defined in this Privacy Policy.

St Columba's College will, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to St Columba's College's operations and practices and to make sure it remains appropriate to the changing school environment.

Exemption 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 Policy does not apply to St Columba's College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Columba's College and employee.

The College handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act*.

Related Guidelines

St Columba's College - *Privacy Implementation Guidelines*

APPROVAL AND REVIEW

Date of Approval:	May 2018
Approval Authority:	College Board
Delegated Contact Person:	Principal
Next Review Date:	May 2019