

PRIVACY POLICY

Version: 1.2

St Paul's College necessarily collects your personal information in the course of carrying out its role as an independent college of and within the University.

PLEASE READ THIS POLICY to ensure that you are aware of the purposes for which your personal information is collected, and may be used or disclosed.

As an independent and private institution the College respects the privacy of your personal information. The College is bound by the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth).

The College may from time to time update and review this Privacy Policy to take account of new laws and technology, and changes to the College's operations and practices.

What is personal information?

Personal information is any information, including opinions, about an identified or identifiable individual, whether it is true or not, or recorded in a material form or not.

What kind of personal information does the College collect?

The College collects personal information, including sensitive information, for the purposes of its core business of providing a residential and educational programme for its student and other members.

The information collected is about students or potential students and their parents or guardians, visitors to the College, job applicants, staff members, volunteers, alumni, donors, contractors and other people who come into contact with the College.

The personal information collected includes, but may not be limited to, names, contact details, date of birth, nationality, gender, medical information, dietary requirements, occupation, qualifications, relationship to students, academic results, performance and discipline.

The personal information is collected in paper or electronic form, by video or digital recordings and photographs.

How is the personal information collected?

The information is collected by the College on application forms (for example, for entry to College and for scholarships), enrolment or subscriptions forms for student or alumni programmes or events, when receiving applications or bookings for provision of sponsorship, donations, grants, conferencing, accommodation and external events, when interviewing or meeting with students or prospective students and their parents and guardians, and when recording student or alumni events held within College or in which students or alumni participate outside of College.

Personal information is also collected by the Warden and College officers and staff during the day-to-day administration of the College and during the attendance of students in the College for the purposes set out below.



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The College may seek to collect and update personal information by telephone, via the internet, in person and in writing.

Use and disclosure of personal information

The College collects, holds, uses and discloses personal information for the following purposes:

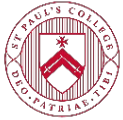
- processing applications for membership, scholarships, grants, membership of the St Paul's College Union and other alumni groups, conferences, and accommodation;
- organising College events such as dinners, sporting competitions, reunions and musical events;
- organising and operating aspects of the College such as libraries, tutorials and seminars, worship in the Chapel, the Choir, sporting teams, alumni groups, catering, accommodation, grounds, meeting legal obligations, and conducting disciplinary investigations;
- the care of students' health and welfare;
- liaising with the University about academic performance, students' participation in University activities, and student conduct;
- liaising with Sydney University Sport & Fitness, Intercol and other colleges about joint events and programmes and student conduct;
- communicating with parents, guardians and families of students and alumni;
- promoting the College;
- reporting and recording the life of the College, its events and achievements to students and alumni;
- raising funds and seeking donations to the College and the St Paul's College Foundation;
- publishing College material, including via newsletters, website and social media;
- permitted general or health situations under the *Privacy Act*;
- academic performance information is used to assess academic progress, retention of a place in College, the granting of awards and scholarships and generic statistical analysis of a depersonalised kind.

Disclosure to third parties that assist the College in carrying out these functions will be on a confidential basis where reasonable and practicable and subject to the application of the Australian Privacy Principles to those parties.

Personal information about an individual may be disclosed by College officers to lawful authorities outside the College where there is reason to believe that a crime may have been committed, or College officers have reason to suspect unlawful activity or misconduct of a serious nature relating to the College's functions or activities and disclosure is necessary for the College to take appropriate action.

Security

The College stores personal information centrally under the control of the Warden and his staff in a number of secure databases, paper-based files and other record keeping methods.



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We have taken steps to ensure protection of personal information from misuse, loss, unauthorised access and modification or improper disclosure.

Personal information about individuals is authorised for use for the purposes for which it was collected by the Warden or Council from time to time. The College does not permit access to its databases by individuals or third parties for the private or business use of the information. The College also takes steps to destroy or de-identify information that we no longer require or are no longer required to retain by statute for prescribed periods of time.

We will acknowledge and investigate any complaints about the way personal information is managed.

Access to personal information

You may apply for access personal information about you held by the College and advise the College of any perceived inaccuracy.

If your personal details change, such as your mailing or email addresses, or telephone number, please contact the College to update your details. When we become aware that your details have changed we will update them.

To access personal information the College holds about you, please contact the Director of Community Engagement on community@stpauls.edu.au

Sending information overseas

The College may disclose personal information about an individual to overseas recipients. This is most likely to occur when providing information about students or alumni who have applied for positions or scholarships at overseas institutions or employers in Europe, the United States, Canada or in Asian countries, or to facilitate exchanges with overseas educational institutions or other programmes.

The College may also disclose personal information when storing it with Cloud service providers situated outside Australia.

The College uses social media sites such as Facebook which facilitates contact with students, potential students, alumni and various others, some of whom may be overseas. The College will not disclose personal information to an overseas recipient without:

- (a) taking reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to that information, or
- (b) obtaining the individual's consent to the disclosure (in which case (a) will not apply).

Complaints

If you have a complaint about our Privacy Policy or the collection, use or disposal or destruction of your personal information, your complaint should be directed in the first instance to the Director of Community Engagement on community@stpauls.edu.au. We will investigate your complaint and attempt to resolve any breach of the Australian Privacy Principles that might have occurred in accordance with the *Privacy Act*. If you are not satisfied with the outcome of this procedure, then you may request that an independent person (usually the Commonwealth Information Commissioner) investigate your complaint.



ST PAUL'S COLLEGE
UNIVERSITY OF SYDNEY

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Information Technology

Cookies are data that a website transfers to an individual's hard drive for record-keeping purposes. Cookies can facilitate your ongoing access to and use of a site by remembering information about you at a later time. If you do not want information collected through the use of Cookies, you can disable the Cookie function in your browser. You should note that Cookies may be necessary to provide you with some features on the College website. The College website may contain links to other sites. The College is not responsible for the privacy practices or the content of such other sites.

Information about yourself that you disclose by posting it on bulletin boards, chat rooms or Facebook and similar digital media platforms may become public information. If you disclose your personal information, or that of other residents and staff, while resident in College, the College cannot protect that personal information.

The College encourages all students and staff to respect and protect the personal information of others.

**For more information, contact the Director of Community Engagement
community@stpauls.edu.au**

July 2023