



MERCEDES COLLEGE

COMPASSION LOYALTY JUSTICE INTEGRITY RESPONSIBILITY MUTUAL RESPECT

College Staff Privacy Information

Including all EXISTING employees, volunteers and contractors.

1. *Mercedes College CCES* respects the privacy of all individuals in the workplace. Furthermore, the school is committed to ensuring that it complies at all times with its obligations under the Commonwealth *Privacy Act 1998*. The school is bound by the National Privacy Principles which are binding on most private sector employers from 21 December 2001.
2. The school currently holds some information in relation to its employees, contractors, volunteers and other workplace participants. This information may include, but is not limited to:
 - Tax File Number
 - Information relating to your personal background such as your home address, phone number, sex, date of birth, nationality, languages spoken, religion, any illnesses or health information and details of contact people in the event of any emergency.
 - Information documenting your employment history such as your letter of appointment, your resume, your occupation, your educational qualifications, any teacher registration details, hours of employment, your bank account details as well as records of any salary adjustments and arrangements, salary sacrifice arrangements, taxation or superannuation arrangements, any workers compensation details, long service leave, sick leave, carers leave, parental leave or other leave, work performance and conduct, trade union membership.

There are a variety of reasons why the school is required to hold this information. Some of these reasons include:

- Ensuring that the school and you are meeting our obligations under relevant legislation as well as your contract of employment;
- Ensuring the health, safety and welfare of all workplace participants at times when they are performing work for the school; and
- Allowing appropriate insurance coverage for these workplace participants.

While the school does contract out some of its services, any of the above information will not be disclosed to any contractors without your consent. Similarly, your consent will be required to transfer any of the above information to another school if your transfer your employment to that school.

However, relevant aspects of this information may be accessible to certain authorized officers of the following organizations:

- A Catholic Education Office in South Australia,
- Your superannuation fund,
- Catholic Church Insurances,
- An organization that has a lawful right to demand the information such as the police or Centrelink,
- Anyone that you authorize the school to provide the information to.

There may be certain circumstances where the school is contacted in relation to some or all of the above personal information, for example, when an employee has applied for a loan with a financial institution and that financial institution contacts us to verify details of income being received. Our policy in relating to providing this information is that we will specifically seek your consent in writing before providing any information.

3. Anyone who feels that there has been an unwarranted invasion of their privacy should contact in writing the College Principal, our Privacy Contact Officer who can be contacted at 540 Fullarton Road Springfield 5062 or email at mercedes@mercedes.catholic.edu.au
4. You are entitled to access your own personal information by contacting the Privacy Officer and stating your request in writing. If the information held is inaccurate, incomplete or not up to date, you are entitled to request the school to correct the information. There are some circumstances in which the school is entitled to deny access to information. These include circumstances:

- where such information may infringe the privacy of other persons;
 - where the request for access is frivolous or vexatious;
 - where providing access would pose a serious threat to the life or health of any individual;
 - where the information relates to existing or anticipated legal proceedings between you and the school;
 - where providing access would be likely to prejudice an investigation of possible unlawful activity; or
 - where the law requires or authorizes such access to be denied.
5. Please find enclosed a copy of the school's Privacy Policy. Further information about the Privacy Principles or the school's policies relating to privacy issues can be obtained from the Privacy Contact Officer.
6. While most workplace participants will be aware of the school's contact details, they are set out below for convenience:

Mercedes College CCES

540 Fullarton Road
Springfield SA 5062
Ph: (08) 8372 3200
Fax: (08) 8372 9540

Email: mercedes@mercedes.catholic.edu.au

Website: www.mercedes.catholic.edu.au