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1. Vision Statement
To live out our Catholic tradition through the charism of the Sisters of the Good Samaritan of the Order of St Benedict, in a spirit of compassion, hospitality and stewardship. Each student is challenged to respond radically to the Gospel to critique and transform the world.

2. Purpose
At Marymount College we provide equality of opportunity for all students to receive the education as described in our Core Purpose;

‘Marymount College is a place of belonging committed to developing young women of hope who will continue to nurture their hearts and minds in the Catholic tradition and will be agents of justice grounded in stewardship, hospitality, compassion and reconciliation.’

3. Policy
It is the policy of Marymount College that:

- Marymount College complies with the provisions of the Commonwealth Privacy Act (as amended)
- Marymount College has a publicly available Privacy Statement which provides information and details to students, parents, employees, contractors and volunteers regarding:
  - the personal information they collect and how it is collected
  - how they use the personal information provided by others
  - to whom and in what circumstances they disclose personal information
  - how they store personal information
  - how they manage and treat sensitive information
  - how students, Parents, employees, contractors and volunteers may correct the personal information held about them
  - how they manage consent and access to personal information of students
  - how enquiries and complaints are managed
  - what exemptions apply with regard to any of the above

4. Definitions
Staff means staff employed by Marymount College or Catholic Education Office in South Australia.
Parents means parents and/or guardians. Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

5. Responsibility for implementation, monitoring, and continual improvement
Responsibility for implementation, monitoring and review of the policy is vested with the Principal in partnership with the College Board.
6. **Supporting procedures or policy support documents**

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support document. All Staff are required to comply with the provisions of any such documents, including the following:

- SACCS Privacy Procedure
- Catholic Schools and Catholic Education Office (Archdiocese of Adelaide) Privacy Statement
- Catholic Schools and Catholic Education Office (Diocese of Port Pirie) Privacy Statement

7. **Resources**

Privacy Amendment (Enhancing Privacy Protection) Bill 2012
www.comlaw.gov.au/privacy amendments


CESA privacy collection

Office of the Federal Privacy Commissioner
www.privacy.gov.au

Privacy Collection – privacy policy, statements and collection notice templates for schools, privacy information for enrolments, employees, volunteers, contractors, etc.

CESA privacy collection

8. **Revision Record**

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<tr>
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<td>Ms Sara Scungio</td>
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