PRIVACY - STATEMENT
Available at: http://www.scholarshipparra.catholic.edu.au

This statement sets out how Bishop Manning Scholarship Fund ("BMSF" or "Fund") collects uses and discloses personal information related to applications for scholarships and periodic reviews of scholarships.

What personal information do we collect and how?
We collect personal information about students for whom scholarship applications are submitted ("Student/s") and their parent/s, carer/s or guardian/s ("Parents") in order to consider applications for scholarships. Information is collected before a decision is made on whether a scholarship is to be awarded and after a scholarship is awarded.

We will generally collect personal information via forms filled out by Parents; information provided by Diocese of Parramatta schools ("Schools") in relation to scholarship applications and periodic reviews that are to be submitted via Schools; emails, file notes of face to face meetings, interviews or telephone conversations with Schools; telephone calls; or correspondence with Parents or Students. Sometimes we may be provided with personal information by a third party, for example via a medical report or a welfare or care agency.

How will we use your personal information?
We will use your personal information for the primary purpose for which it was collected and for such other secondary purposes that are related to the primary purpose and reasonably expected.

We may use the personal information of Students and Parents:
- to assess scholarship applications
- to perform day to day administration, including periodic reviews of approved scholarships
- to prepare State and national reports, and
- to discharge our Fund’s legal obligations.

We will also use the information for any purpose to which you have consented or that is required or authorised by law.

To whom might we disclose your personal information?
We may share personal information between Schools and Diocese of Parramatta offices, and to:
- another school to which a student transfers
- government departments
- service providers, for example counsellors, welfare or care agencies
- other service providers, such as email service providers
- Parents
- anyone you authorise us to disclose information to, and
- anyone to whom we are required or authorised to disclose the information by law.

When will we send information overseas?
We will not send personal information outside Australia without:
- the consent (express or implied) of the individual, or their Parent where necessary, or
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Our BMSF and Schools and office email systems are provided through Google Apps. Consequently emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google.

The Schools at which scholarships are funded use a range of contemporary learning tools and latest technologies including Web 2.0 tools, cloud-based web services and apps for education. We may provide personal information to the relevant service provider in connection with the provision of these services. The service providers may be located, or store and process information, outside Australia, including in the United States.
Management and security of personal information
We have in place steps to protect the personal information we hold from misuse, interference, loss, unauthorised access, modification or disclosure by various methods such as locked storage of paper records and password access rights to electronic records. Wherever possible we require third parties with whom we exchange personal information to observe the Australian Privacy Principles.

We endeavour not to store personal information for longer than necessary.

Access and correction of personal information
You may access information we hold about you and request that it be updated or corrected. Such requests should be made in writing to the Fund. We may require you to verify your identity and specify what information you require. We may charge you a fee to access your information to cover expenses of verifying your application and locating, retrieving and copying relevant records. If the information sought is extensive, we will advise the likely cost in advance. We will not charge you for the request or correction of your personal information.

There may be occasions when access to information is denied. Such occasions may include where the disclosure of information may have an unreasonable impact on others, for example if the disclosure breaches a school’s duty of care or the privacy of others.

Consent and right of access to personal information of Students by Parents
We treat consent given by Parents relating to personal information about Students as consent given by the Student and notices relating to personal information about Students given to Parents as notices given to the Student. An exception to this is when independently of Parents we may, at our discretion:

- give information we hold about a Student to that Student at his/her request, or
- allow a Student to give or withhold consent to release personal information about that Student.

This would normally be done only when the Student is of sufficient maturity and his/her personal circumstances warrant it.

There may be occasions where a Parent's access to their child's personal information is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of a school’s duty of care to the Student.

How do we treat sensitive information?
We will only use and disclose sensitive information for the purpose for which it was provided or for a directly related secondary purpose, unless you agree otherwise or the disclosure is permitted by law.

Complaints
If you believe that the Fund has contravened the Australian Privacy Principles and wish to complain, please contact the Fund in the first instance if you are a Student or a Parent, at:

Manager T: 9840 5600
Bishop Manning Scholarship Fund
Locked Bag 4, North Parramatta NSW 1750

We may ask you to put your complaint in writing.

We will investigate your complaint and will notify you of our decision in relation to your complaint as soon as is practicable after it has been made.

Complaint handlers will keep written records of the complaint resolution process and outcomes. Complaint records will be filed and stored appropriately.

The complainant may request a review of the process. The review will be undertaken by a person nominated by the Fund’s management committee.

You may also submit your complaint to the Office of the Australian Information Commissioner.