

ST DAMIEN'S CATHOLIC PRIMARY SCHOOL



PRIVACY POLICY

1. RATIONALE

St Damien's Catholic Primary School requires information about students and their families in order to provide for the education of our students.

We as part of Catholic Education in Western Australia and therefore an educational system recognise the significance of protecting the information we hold. The *Privacy Act 1988* to direct the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

Organisations which hold information about people must ensure that it is handled responsibly. We at STDCPS aim to establish a consistent approach to the management of personal information.

2. DEFINITIONS

Personal Information – is information which can identify an individual.

Sensitive Information – is information about a person's religious and political beliefs, sexual preferences, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

3. SCOPE

This policy applies to all Catholic schools in Western Australia.

4. PRINCIPLES

Our Lady of Good Counsel has:

- A responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
- A responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- A responsibility to ensure all information is collected for the primary purpose of the Catholic education of the student.

5. PROCEDURES

5.1 STDCPS has a written Privacy Policy consistent with the principles outlined above.

5.2 The Privacy Policy shall be publicly available through:

- A Standard Collection Notice to be included with enrolment applications.

5.3 At STDCPS, the Privacy Compliance Manual shall be used in developing school based documents in order to maintain consistency between schools.

5.4 All forms used by a school to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.

5.5 All staff shall be appropriately informed in relation to the Privacy Act 1988.

5.6 The Principal shall ensure that all personal and sensitive information held by the school is properly secured.

5.7 The Principal should note that school based staff are entitled to view and access records on their personnel file.

6. REFERENCES

National Catholic Education Commission Privacy Compliance Manual
Privacy Act 1988

Your privacy is important

The Privacy Policy applies to schools conducted by the Catholic Education Office of WA, Bunbury Diocese (the 'CEO').

This statement outlines the CEO's policy on how each school uses and manages personal information provided to or collected by it.

The CEO is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The CEO may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices, and to make sure it remains appropriate to the changing school environment.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information including sensitive information, about:

- Pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the school;
- Job applicants, staff members, volunteers and contractors; and
- Other people who come into contact with the school.

Personal Information you provide: St Damien's Catholic Primary School will generally collect personal information held about an individual by way of forms filled out by Parents or pupils, face-to-face meetings and interviews and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances St Damien's Catholic Primary School may be provided with personal information about an individual from a third party; for example, a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the School's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and employee.

How will a school use the personal information you provide?

St Damien's Catholic Primary School will use personal information it collects from you for the primary purpose of collection and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Pupils and Parents: In relation to personal information of pupils and Parents, St Damien's Catholic Primary School's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which St Damien's Catholic Primary School uses personal information of pupils and Parents include:

- To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after pupil's educational, social, spiritual and medical wellbeing
- Seeking donations and marketing for the school
- To satisfy the CEO's and the school's obligations and allow the school to discharge its duty of care.

In some cases where St Damien's Catholic Primary School requests personal information about a pupil or Parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, St Damien's Catholic Primary School's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which St Damien's Catholic Primary School uses personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be
- For insurance purposes
- Seeking funds and marketing for the school
- To satisfy the CEO's and the school's legal obligations; for example, in relation to child protection legislation.

Volunteers: St Damien's Catholic Primary School also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as alumni associations, to enable the school and the volunteers to work together.

Marketing and fundraising: Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment, in which both pupils and staff thrive. Personal information held by St Damien's Catholic Primary School may be disclosed to an organisation that assists in the school's fundraising; for example, the school's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools: The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO, to share personal (but not sensitive) information with other schools conducted by the CEO. Other CEO schools may then only use this personal information for the purpose for which it was originally collected by the CEO. This allows schools to transfer information between them; for example, when a pupil transfers from a CEO school to another school conducted by the CEO.

Who might a school disclose personal information to?

St Damien's Catholic Primary School may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Government departments
- Your local parish
- Medical practitioners
- People providing services to the school, including specialist visiting teachers and sports coaches
- Recipients of school publications, like newsletters and magazines
- Parents
- Anyone you authorise the school to disclose information to.

Sending information overseas: St Damien's Catholic Primary School will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied) or
- Otherwise complying with the National Privacy Principles.

How does St Damien's Catholic Primary School treat sensitive information?

In referring to 'sensitive information', St Damien's Catholic Primary School means information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise; or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information

The CEO and St Damien's Catholic Primary School staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, loss or unauthorised access, modification or disclosure, by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Updating personal information

Each school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the Administrative Officer of the school at any time.

The National Privacy Principles require a school not to store personal information longer than is necessary.

You have the right to check what personal information a school holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the CEO or a school holds about them, and to advise the CEO or the school of any perceived inaccuracy.

There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their Parents, but older pupils may seek access themselves.

To make a request to access any information the CEO or St Damien's Catholic Primary School holds about you or your child, please contact the Principal in writing.

St Damien's Catholic Primary School may require you to verify your identity and specify what information you require. St Damien's Catholic Primary School may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

Consent and rights of access to the personal information of pupils

The CEO respects every Parent's right to make decisions concerning their child's education.

Generally, St Damien's Catholic Primary School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Damien's Catholic Primary School will treat consent given by Parents as consent given on behalf of the pupil, and notice to Parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or the CEO about them or their child by contacting the Principal. However, there will be occasions when access 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 the school's duty of care to the pupil.

St Damien's Catholic Primary School may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

Enquiries

If you would like further information about the way the CEO or St Damien's Catholic Primary School manages the personal information it holds, please contact the Principal.