

	<b>POLICY TITLE</b>	Privacy Policy
	<b>Date Last Reviewed:</b>	2019
	<b>Last Review by:</b>	Brett Crebert

## 1. Rationale

Catholic schools are a reflection of the Church's commitment to the dignity of the individual. It is important for St Damien's Catholic Primary School to demonstrate this commitment in the manner in which we hold about our school community. St Damien's Catholic Primary School requires information about students and their families in order to provide for the education of these students.

The *Privacy Act 1988* directs the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the legislation is to ensure that organisations, which hold information about individuals, handle that information responsibly. It aims to establish a nationally 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, cultural, radical or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

## 3. Scope

This policy applies to St Damien's Catholic Primary School.

## 4. Principles

- 4.1 St Damien's Catholic Primary School has a responsibility to use and manage personal and sensitive information collected by them in accordance with the *Privacy Act 1988*.
- 4.2 St Damien's Catholic Primary School has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 4.3 All information collected for the primary purpose of the Catholic education of the student.

## 5. Procedures

- 5.1 The Privacy Policy shall be publicly available.
- 5.2 All forms used by the 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.
- 5.3 All staff shall be appropriately informed in relation to the Privacy Act 1988.
- 5.4 The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
- 5.5 Principals should note that school based staff are entitled to view and access records on their personnel file.

**6. Next Review**

<b>Year:</b>	<b>Responsible:</b>
2020	Admin Leadership Team