



ST JOHN'S SCHOOL

ST JOHN'S SCHOOL PRIVACY POLICY

Policy No: 2-D9

Policy Area: Community

Date for Review: 2012

Rationale

The Catholic school requires information about students and their families in order to provide for the education of these students. It is important for schools to recognise the significance of protecting the information they hold.

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 new provisions is to ensure that organisations, which hold information about people, handle that information responsibly. They aim to establish a nationally consistent approach to the management of personal information.

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.

Principles

- 4.1 Schools have a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
- 4.2 Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 4.3 All information is collected for the primary purpose of the Catholic education of the student.

Procedures

- 5.1 The St John's School Privacy Policy shall be publicly available.
- 5.3 The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be used in developing school based documents in order to maintain consistency between schools. The manual can be accessed at www.ncec.catholic.edu.au
- 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(as attached)
- 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 Principals should note that school based staff are entitled to view and access records on their personnel file.

References

National Catholic Education Commission Privacy Compliance Manual
Privacy Act 1988



St John's School, Rangeway

COLLECTION NOTICE

1. St John's School collects personal information, including sensitive information about pupils or parents or guardians before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and child protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The school from time to time discloses personal and sensitive information to others for administrative and education purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and parish, Schools within other dioceses medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counselors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in school newsletters, magazines and on our website, when available.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know, the school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and school directory.
11. If you provide the School with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why; that they can access that information if they wish and that the School does not usually disclose the information to third parties.