



*"A light beneath our feet"*

<b>POLICY NAME</b>	<b>Privacy Policy</b>
<b>ORIGINALLY RELEASED</b>	<b>2012</b>
<b>REVIEW DATES</b>	<b>2014</b>

### **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 & PRIVACY AMENDMENT (ENHANCING PRIVACY PROTECTION) ACT 2012* 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**

- Schools have a responsibility to use and manage personal and sensitive information collected by them in accordance with *THE PRIVACY ACT 1988 & PRIVACY AMENDMENT (ENHANCING PRIVACY PROTECTION) ACT 2012*
- Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- All information is collected for the primary purpose of the Catholic education of the student

## Procedures

- The Privacy Policy shall be publicly available.
- 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 <http://www.ncec.catholic.edu.au>
- All official 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.
- All staff shall be appropriately informed in relation to the *THE PRIVACY ACT 1988 & PRIVACY AMENDMENT (ENHANCING PRIVACY PROTECTION) ACT 2012*
- The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
- Principals should note that school based staff are entitled to view and access records on their personnel file.
- Any documents relating to court procedures shall be held securely by the Principal.
- Guidelines for the timeline relating to the secure holding of documents is outlined by *THE PRIVACY ACT 1988 & PRIVACY AMENDMENT (ENHANCING PRIVACY PROTECTION) ACT 2012*
- Secure documents will be disposed of at the stated time in accordance with the *THE PRIVACY ACT 1988 & PRIVACY AMENDMENT (ENHANCING PRIVACY PROTECTION) ACT 2012*
- Where a staff member enters sensitive information on the school data base system(SEQTA), the staff member shall ensure that access is restricted.
- Requests for private information is to be made through the Principal.
- All complaints regarding the breach of the Privacy act shall follow the guidelines set out in the schools Dispute and Complaint Resolution policy.

## Standard Collection Notice

- The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
- 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.
- Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health [and Child Protection]\* laws.
- Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
- The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, [Catholic Education Office, the Catholic Education Commission, the School's local diocese and the parish, Schools within other Dioceses/other Dioceses]\* medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
- Personal information collected from pupils is regularly disclosed to their parents or guardians.
- The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.\*\*
- The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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.
- The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
- 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.
- On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines [and on our

website]. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for and published in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the pupils' parents or guardians if we wish to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. [12. We may include pupils' and pupils' parents' contact details in a class list and School directory.]†

- If you provide the School with the 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 this information to third parties.



## *St Anthony's School*

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## ***Standard Collection Notice Publicity and Use of Student Images***

Dear Parent/Guardian

As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/children for publication including newspapers, the school newsletter, annual, website and other school documents.

Please complete the section below and return it to the school office.

I, \_\_\_\_\_ give permission for my child/children's photo/video image to be used in the publications as outlined above.

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_