

Holy Family Primary School GOWRIE



PRIVACY Policy



Privacy Policy

Related Policies

CE Privacy Policy
CE Legal Responsibilities and Authority
CE Family Law
CE Suspension of Students Policy
Complaints
Computer Facilities and External Networks – Acceptable Use
Grievance and Dispute Handling
Exclusion
Privacy and School Counsellors
Operational Guidelines for School Boards, and P&Fs and School Community Councils
Record Keeping

Purpose

The Catholic Education Office's Privacy Policy acknowledges that the Catholic Education Office (CEO) and Holy Family Primary School are bound by the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988 (Cth)* as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and states the commitment of the CEO to respect the privacy rights of families, (parent/students) employees, and all individuals in the workplace, and those interacting with the CEO and System Schools. Furthermore, the policy has been established to ensure that all Catholic Education Office workers comply at all times with its obligations under the *Privacy Act 1988 (Cth)* as amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*.

Holy Family Primary School is committed to respecting the privacy rights of all individuals. We only collect information that is necessary for our activities. Information is only used and disclosed for the purpose it was collected. The staff will comply with their obligations and the CEO policy requirements.

Definitions

Confidentiality

Maintaining the integrity and avoiding inappropriate disclosure of sensitive information.

Personal information

Information or an opinion about an identified individual, or an individual who is reasonably identifiable whether the information or opinion is:

- a. True or not.
- b. Recorded in a material form or not.

Sensitive information

- a. Information or an opinion about an individual's:
 - i. racial or ethnic origin
 - ii. political opinions
 - iii. membership of a political association
 - iv. religious beliefs or affiliations
 - v. philosophical beliefs
 - vi. membership of a professional or trade association
 - vii. membership of a trade union
 - viii. sexual orientation or practices
 - ix. criminal record that is also personal information
- b. Health information about an individual (including information about a disability or an ILP).

Health information

Health information is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information. Health information also includes personal information collected in the course of providing a health service.

Record

The Privacy Act regulates personal information contained in a 'record'. A 'record' includes a 'document', whether in paper form or held in an electronic or other device. The definition in the Amending Act is inclusive and therefore now covers a wide variety of material that might constitute a record. A 'document' is defined to include anything on which there is writing, anything from which sounds, images or writings can be reproduced, drawings or photographs.

Policy

Holy Family Primary School and Catholic Education Office hold relevant information in relation to its students and employees.

Holy Family Primary School, manages personal information in an open and transparent way. This information relates to the personal background of parents, students/employees (such as their home address, gender, religion, date of birth, nationality, languages spoken, their employment history, their educational qualifications, any illnesses and details of contact in the event of any emergency). In the case of students – their school reports, medical and related reports.

The information at the CEO also relates to the work history of employees (such as their letter of appointment and bank account details as well as records of salary adjustments, salary sacrifice documents, leave taken, Working with Vulnerable People registration, Teacher Quality Institute registration).

Personal information collected by the school will be securely stored either electronically or in hard copy, and will be destroyed in accordance with the Privacy Act 2012.

The school will obtain consent to collect sensitive information unless specified exemptions apply.

The school will collect personal information directly from an individual if it is reasonable and practicable to do so.

Procedures

Collecting Personal Information:

The type of information Holy Family collects and holds includes (but is not limited to) personal information, including health and other sensitive information about students and parents and/or guardians before, during and after the course of a student's enrolment at the school:

- job applicants, staff members, volunteers and contractors
- other people who come into contact with the school.

Providing personal information:

Holy Family Primary School will generally collect personal information about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasion people other than parents and students may provide personal information.

Personal Information provided by other people:

In some circumstances Holy Family may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a student's records from another school.

Using personal information:

Holy Family will use personal information it collects for the primary purpose of collection, and for secondary purposes that could reasonably be expected to relate to the primary purpose of collection, including the discharge of the school's duty of care to its students, or for which the school has obtained consent or are required by law, such as child protection.

Enrolments:

Enrolment applications are processed according to school procedures. Some of the information collected is to satisfy our legal obligations, particularly to enable the discharge of our duty of care. If we do not obtain the information, enrolment may not be able to continue. The form of this document must comply with published requirements of the CEO.

Holy Family complies with certain laws governing or relating to the operation of schools, eg. public health and Mandatory Reporting regulations. This information must be collected. Volunteers working directly with children, or transporting children at the school, are required to hold a Working With Vulnerable People card.

Personal information collected from students should be regularly disclosed to their parents/guardians, eg. academic/sporting achievements.

Students and Parents:

In relation to personal information of students and parents, the primary purpose of collection by Holy Family is to enable the school to provide schooling for the students. This includes addressing the needs of parents, the needs of the student and the needs of the CEO throughout the whole period the student is enrolled in the System.

The purposes for which Holy Family uses personal information of students and parents includes:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- day-to-day administration
- looking after students' educational, social, spiritual and medical wellbeing
- seeking donations and marketing for the school
- to satisfy the school's legal obligations, and allow the school to discharge its duty of care
- to communicate with Archdiocesan and Parish bodies regarding matters concerning the school's religious Education Program.

In some cases where Holy Family requests personal information about a student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Volunteers:

Holy Family also obtains personal information about volunteers who assist the school in its functions or conduct associated activities to enable the school and the volunteers to work together.

Marketing and fundraising:

Holy Family treats marketing and seeks 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 students and staff thrive. In very limited situations, personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Parents and Friends Organisation or fete committees may receive limited, general information. School publications such as newsletters and magazines, which may include personal information, may be used for marketing purposes.

Disclosing personal information:

Holy Family may disclose personal information, held about an individual to:

- other System school
- government departments
- Corpus Christi parish and related Archdiocesan bodies
- medical practitioners
- people providing services to the school, including specialist visiting teachers, counsellors and
- sports coaches
- recipients of school publications, such as newsletters and magazines
- a parent
- anyone a parent authorises the school to disclose information to
- anyone to whom the school or the CEO are required to disclose the information to by law.

Sending and storing information overseas:

Holy Family may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, a school will not send personal information about an individual outside of Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Sensitive information will be used and disclosed only for the purpose for which it was provided or for a directly related secondary purpose, unless permissions are obtained, the use or disclosure of the sensitive information is required by law. The handling of 'sensitive information' must be limited to a certain amount of people. Access to the storage of this information must also be limited whether it is in hard copy or electronically held.

Privacy Breaches

If the individual has not first brought a complaint to the Holy Family School, anyone who feels that there has been an unwarranted invasion of their privacy should in the first instance contact the Head, Human Resource Services at the Catholic Education Office.

Employment Applications

When receiving employment applications, a notification of receipt or notification of successful/unsuccessful selection for interview should be sent to the individual. If

unsuccessful, applicants can request the application to be returned or it should be securely destroyed.

Employees have the right to access personal information that is held about them. Disclosure of such information to a third party cannot be given without consent.

Parents/guardians must notify the school if they do not wish to have their child/ren's name(s) or photos publicised in school newsletters/ publications or Internet.

School reports and Medical reports about students are required from time to time and are stored securely in the Front Office files. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act.

Parents may seek access to personal information collected about them and their son/daughter.

References

Children and Young People Act 2008 (ACT)
The Privacy Amendment (Enhancing Privacy Protection) Act 2012.
Further information about the Privacy Principles or the CEO's policies relating to privacy issues can be obtained from the Privacy commission's web site:
www.privacy.gov.au.

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	
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School Contact Officer:	Anne-Marie Marek