PRIVACY POLICY

The implementation of the Privacy Policy reflects the school's commitment to the Diocesan Vision and Mission statements and the Vision and Mission statements of the school.

REFLECTIVE READINGS

Commonwealth Privacy Act.

AIMS

To ensure that the privacy of all individuals at St Joseph’s is respected.

POLICY STATEMENT

St Joseph’s School will collect and hold (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians (‘Parents’) 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.

IMPLEMENTATION GUIDELINES

The 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.

In some circumstances the 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 / organisation..

NOTE: The school is not bound by the National Privacy Principles, and this Privacy Policy does not apply, in relation to a 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.

Using the Information

The school will use personal information it collects 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 has been consented.

In relation to personal information of pupils and parents, the school’s primary purpose of collection is to:
1. keep parents informed about matters related to their child’s schooling,
2. through correspondence, newsletters and magazines;
3. administer the school in the day to day
4. look after pupils’ educational, social and medical wellbeing;
5. satisfy the school’s legal obligations and allow the school to discharge its duty of care.

In some cases where the 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.

In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is:

1. in administering the individual's employment or contract, as the case may be;
2. for insurance purposes;
3. to satisfy the school’s legal obligations, for example, in relation to child protection legislation.

The school 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.

**NOTE:** The Privacy Act allows each school, being legally related to each of the other schools conducted by the Catholic Schools Office, to share personal (but not sensitive) information with other schools conducted by the Catholic Schools Office.

**Disclosing personal information**
The school may disclose personal information, including sensitive information, held about an individual to:
- another school
- government departments
- medical practitioners
- people providing services to the school, including specialist visiting teachers and sports coaches
- recipients of school publications, like newsletters and magazines
- parents; and
- anyone to whom the school is authorised to disclose information

**Updating Personal Information**
The school will endeavour to ensure that the personal information held is accurate, complete and up-to-date. A person may seek to update their personal information by contacting the school at any time.

**Accessing Information**
Under the Commonwealth Privacy Act, individuals have the right to obtain access to any personal information which the school holds about them and to advise 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.

To make a request to access any information the school holds about you or your child, please contact the School Principal in writing.
• The school may require verification of the requestee's identity and;
• specific details as to what information is required.

Consent and Rights of Access to the Personal Information of Pupils
The school respects every parent's right to make decisions concerning their child's education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The 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 the school 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.

The 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 pupil involved had reached 18 years of age, but a school could do so in other circumstances when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

OUTCOMES
Students will:
• adhere to this policy and respect the rights of privacy for all individuals at St Joseph’s

Staff will:
• adhere to this policy and respect the rights of privacy for all individuals at St Joseph’s

The community will be:
• adhere to this policy and respect the rights of privacy for all individuals at St Joseph’s

EVALUATION
Prepared by St Joseph’s School Staff 2012
Reviewed 2016