



St Joseph's Catholic School

Queenstown

DATABASE PRIVACY POLICY

Personal Information

St Joseph's Catholic School will collect and maintain in their database certain personally identifiable information from parents/guardians given on a voluntary basis.

Use of Information

- The school may use personally identifiable information to enable mailing and for providing service to students and families.
- The school may also use personally identifiable information for their own marketing or promotional purposes.
- The school will take reasonable steps to ensure that all information that is collected and/or used is accurate, complete, up-to-date, stored in a secure place and accessed only by authorised persons.
- The school will not share any information about parents/guardians with third parties, except as provided by Privacy Legislation.

Parent/Guardian Rights

- If parents/guardians do not want personally identifiable information to be used for marketing or promotional purposes, they may contact the Principal and ask that they do not receive promotional mail.
- Parents/guardians may always review their personally identifiable information, and may change, update or correct it as needed. To do this, the Principal should be contacted.
- If the school does not allow parents/guardians access to their personal information, it will provide reasons for the decision and how to appeal that decision.
- Any queries about the St Joseph's Catholic School Database Privacy Policy, should be addressed to the Principal in writing.

This policy and associated practices will be reviewed as part of the St Joseph's Catholic School policy review cycle.

Implemented September 2005; Modified June 2008