



St Joseph's Catholic School

Queenstown

PRIVACY POLICY

RATIONALE

St Joseph's Catholic School respects the privacy of staff, students, families, volunteers and job applicants, and the personal and health information that they provide to the school.

St Joseph's Catholic School is bound by the National Privacy Principles contained in the Commonwealth Government's Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000.

St Joseph's Catholic School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to its operations and practices, and to make sure it remains appropriate to the changing school environment.

DEFINITIONS

Personal information: Is information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Sensitive information: Is personal information that includes information or an opinion about an individual's racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record; personal information, or health information about an individual.

Health information: Is sensitive information that includes information or an opinion about the health or disability (at any time) of an individual; an individual's expressed wish about the future provision of health services to him or her; a health service

provided, or to be provided, to an individual; or other personal information collected to provide, or in providing a health service.

PROCEDURES

What kind of personal information does the school collect and how is it collected?

The type of information the school may collect and hold can include (but is not limited to) personal information, including sensitive information, about:

- Students and parents and/or guardians ('parents') before, during and after the course of a student's enrolment at a Catholic school
- Job applicants, staff members, volunteers, and contractors and
- Other people who come into contact with the school.

Personal information you provide

The school will generally collect personal information by way of:

- Forms filled out by parents or students
- Face-to-face meetings and interviews
- Telephone calls

Personal information provided by other people

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 advice from another school.

Exception in relation to employee records

Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of employee records where the treatment is directly related to a current or former employment relationship between the school and an employee.

How will the school use the personal information you provide?

The school will use personal information it collects from you for the primary purpose of collection, which is the provision of Catholic schooling, and for such secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students and Parents

In relation to personal information of students and parents, the school's primary purpose of collection is to enable the School and the Catholic Education Office to assist Catholic schools in Tasmania to provide schooling for students enrolled in them. This includes satisfying both the needs of parents and the needs of students throughout the whole period any student is enrolled in a Tasmanian Catholic school.

The purposes for which the school may use personal information of students and parents include:

- To keep relevant authorities informed about matters related to schooling, through reports, correspondence, newsletters and websites
- Day-to-day administration
- To look after students' educational, social, spiritual and medical wellbeing
- To seek donations and to market Catholic schools
- To satisfy the school's legal obligations and allow it to discharge its duty of care
- To promote the secular and religious education of Catholic children in Tasmania.

Failure of students/parents to provide personal information

In some cases where the school requests personal information about a student or parent, and the information requested is not obtained, the school may not be able to provide an educational service for a student or the school may not be able to finalise or maintain the enrolment of a student. Similarly in some circumstances, it

may not be possible for the school to make a grant of financial assistance to a school or student.

Job applicants, staff members and contractors

In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purpose for which the school uses personal information of job applicants, staff members and contractors includes:

- Administering the individual's employment contract, as the case may be;
- Insurance purposes;
- Seeking funds and marketing;
- Satisfying the school's legal obligations; for example, in relation to Child Protection legislation.

Volunteers

The school may also obtain personal information about volunteers, where volunteers provide services for the school or relevant school authorities.

Marketing and fundraising

The school treats marketing for future growth and development of Catholic schools as an important part of ensuring that it continues to be a quality service provider for Tasmanian Catholic schools.

Personal information held by the school may be disclosed to an organisation that assists in marketing.

Parents, staff, contractors and other members of the wider school community may, from time to time, receive fundraising information. School publications such as newsletters and magazines, which include personal information, may be used for the purpose of marketing Tasmanian Catholic schools.

Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual to:

- Church agencies, including Centacare, Parishes and the Professional Standards Office
- Tribunals, (e.g. various courts, industrial commissions or anti-discrimination tribunals – both Commonwealth and State)
- Government departments (both Commonwealth and State)
- Parliamentary inquiries (both Commonwealth and State)
- Medical practitioners
- People providing services to Catholic schools, including specialist teachers and assessors
- Recipients of school publications, newsletters and magazines
- Parents and
- Anyone to whom you authorise the school to disclose information.

Sending information overseas

The school will not send personal information about an individual outside Australia without:

- Obtaining the consent of the individual (in some cases this consent will be implied i.e. Full Fee Paying Overseas Students (FFPOS)); or
- Otherwise complying with the National Privacy Principles.

Management and security of personal information

All school staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The school has in place reasonable steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure. The school may do this by use of various methods including, as necessary, locked storage of paper records and passworded access rights to computerised records.

Updating personal information

The school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the school by contacting the Principal at any time.

The National Privacy Principles require that the school does not store personal information longer than necessary.

You have the right to check what personal information the school holds about you

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information, which the school holds about them and to advise it of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves. To make a request to access any information the school holds about you or your child, please contact the school in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

The school may deny access to information it holds about you if:

- Provision of such access would be inconsistent with its duty of care to students;
- Provision of such access would have an unreasonable impact upon the privacy of others;
- The information requested falls within the Privacy Act exemption relating to existing or anticipated legal proceedings.

Consent and rights of access to the personal information of students

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 student to the student's parents. The school will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student. 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 effect on the privacy of others, or where the release may result in a breach of the school's duty of care to a student enrolled in a Catholic school.

The school may, at its discretion, on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

How does the school treat sensitive information?

In referring to 'sensitive information', the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association or membership, sexual preferences or criminal record, that is also personal information, and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Enquiries

If you would like further information about the way the school manages the personal information it holds about individuals, please contact the Principal.

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

Implemented February 2002; Amended September 2005; Reviewed May 2009