



Queen of Apostles School

PRIVACY POLICY

RATIONALE

Queen of Apostles School requires information about students and their families in order to provide for the education of its students.

The *Privacy Amendment (Private Sector) Act 2000* directs the manner in which the school manages the personal and sensitive information of individuals ensuring that it is handled responsibly.

DEFINITIONS

- 1.1 Personal Information – information which can identify an individual.
- 1.2 Sensitive Information – 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

- 2.1 Queen of Apostles School has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 2.2 All information collected is for the primary purpose of the Catholic education of the student.
- 2.3 A Privacy Collection Notice will be attached to all collection forms.
- 2.4 Information collected will be stored appropriately within the school.

PROCEDURES

3.1 Types of Personal Information

The type of information schools collect and hold includes (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 applicant's, staff members, volunteers and contractors; and
- Other people who come into contact with the school.

Personal Information you provide:

A 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, telephone calls and e-mails. On occasions people other than parents and pupils provide personal information.

Personal Information provided by other people:

In some circumstances a 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.

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 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.

3.2 Use of Personal Information

A school will use personal information 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 you have consented.

Pupils and Parents:

In relation to personal information of Pupils and Parents, a school's primary purpose of collection is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of Parents and the needs of the Pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which a school uses personal information of Pupils and Parents include:

- To keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- Day-to-day administration;
- Looking after pupils' educational, social, spiritual and medical wellbeing;
- Seeking donations and marketing for the school;
- To satisfy the CECWA's and the school's legal obligations and allow the school to discharge its duty of care.

In some cases where a school requests personal information about a Pupil or Parent, if the information requested is not obtained, the school may not be able to enroll or continue the enrolment of the pupil.

Job Applicants, Staff Members and Contractors:

In relation to personal information of job applicants, staff members and contractors, a 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 purposes for which the school uses personal information of job applicants, staff members and contractors include:

- In administering the individual's employment or contract, as the case may be;
- For insurance purposes;
- Seeking funds and marketing for the school;
- To satisfy the CECWA's and the school's legal obligations, for example, in relation to child protection legislation.

Volunteers:

A 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.

Marketing and Fundraising:

Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools:

The Privacy Act allows each school, being legally related to each of the other schools conducted by Catholic Education WA (CEWA) to share information (that is not of a sensitive nature) with other schools conducted by the CEWA. Other CEWA schools may then only use this personal information for the purpose for which it was originally collected. This allows schools to transfer information between them, for example, when a pupil transfers from a CEWA school to another school conducted by the CEWA.

3.3 School disclosure of personal information:

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

- Another school;
- Government Departments;
- The local Parish;
- 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 that the school has been authorised to disclose information to.

Sending information overseas:

A 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); or
- Otherwise complying with the National Privacy Principles.

3.4 How sensitive information is treated

In referring to ‘sensitive information’, a school means: information relating to a person’s racial or ethnic origin, political opinions, religion, trade union or other professional or trade association 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.

3.5 Management and Security of Personal Information

Catholic Education and School staff are required to respect the confidentiality of Pupils’ and Parents’ personal information and the privacy of individuals.

Each school has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

3.6 Updating Personal Information

Each 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 a school by contacting the Administration Officer of the school at any time.

The National Privacy Principles require a school not to store personal information longer than necessary.

3.7 Individual Rights

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which CEWA or a school holds about them and to advise the Catholic Education Office (CEO) or 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, but older pupils may seek access themselves.

To make a request to access any information the CEO or a school holds about you or your child, please contact the school’s Principal 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.

3.8 Consent and Rights of Access to the Personal Information of Pupils

CEWA respects every Parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. A 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 a school or the CEO 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.

A 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 maturity of the pupil and/or the pupil's personal circumstances so warranted.