



## ST FRANCIS XAVIER PRIMARY SCHOOL

Topic:	Privacy
Policy No:	2-D9
Policy Area:	Community
Year Promulgation:	2004
Year reviewed:	2014
Date for Review:	2017

### Rationale

The Catholic school is a reflection of the Church's commitment to the dignity of the individual (Mandate para 6). It is important for schools to demonstrate this commitment in the manner in which they protect information that they hold about their school community. The St Francis Xavier requires information about students and their families in order to provide for the education of these students

### Definitions

Personal Information is information which can identify an individual

Sensitive Information is information about a person's religious and political beliefs, sexual preferences, cultural, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

### Principles

1. St Francis Xavier has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act 1988.
2. St Francis Xavier has a responsibility to inform individual of the purpose of collecting personal and sensitive information.

3. All information is collected for the purpose of the Catholic education of the student.

## **Procedures**

1. The type of information Saint Francis Xavier School collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- Pupils and parents/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 in contact with the school.

2. Saint Francis Xavier Primary 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. On occasions people other than Parents and pupils provide personal information.

3. In some circumstances Saint Francis Xavier Primary School may be provided with personal information from a third party, e.g. a report provided by a medical professional or a reference from another school.

4. 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 Saint Francis Xavier Primary 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.

5. Saint Francis Xavier Primary 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 you have consented.

6. In relation to personal information of pupils and Parents, Saint Francis Xavier Primary 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 Saint Francis Xavier Primary School uses personal information of pupils and Parents include:

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

7. 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.

8. In relation to personal information of job applicants, staff members and contractors, Saint Francis Xavier Primary 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 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 CEO's and school's legal obligations, e.g. in relation to child protection legislation.

9. Saint Francis Xavier Primary 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.

10. Saint Francis Xavier Primary School 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 be a quality learning environment in which both pupils and staff thrive. Personal information held by the school may be disclosed to an organization that assists in the school's fund raising.

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

11. The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO to share personal (but not sensitive) information with other schools conducted by the CEO.

Other CEO schools may then only use this personal information for the purpose it was originally collected by the CEO. This allows schools to transfer information between them, for example, when a pupil transfers from a CEO school to another school conducted by the CEO.

12. Saint Francis Xavier Primary School may disclose personal information, including sensitive information, held about an individual to:

- Another school;
- Government departments;
- Your local parish;
- Medical practitioners;
- People providing services to the school, including specialist teachers and sports coaches;
- Recipients of school publications, like newsletters;
- Parents; and,
- Anyone you authorise the school to disclose information to.

13. Saint Francis Xavier Primary 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.

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

15. The CEO's and Saint Francis Xavier school staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

Saint Francis Xavier Primary 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 records to computerised records.

16. Saint Francis Xavier Primary 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 at the school by contacting the school office.

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

17. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the CEO or school holds about them and to advise the CEO or 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 students may seek access themselves.

To make a request to the school to access any information the CEO or Saint Francis Xavier Primary School holds about an individual can contact the school's Principal in writing.

18. Saint Francis Xavier Primary School may require an individual to verify their identity and specify what information they require. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information requested is extensive, the school will advise the likely cost in advance.

19. The CEO and Saint Francis Xavier Primary School respect 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 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 Saint Francis Xavier Primary 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 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 the pupil.

The school may, at its discretion, on 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.