



## St Anthony's Catholic Primary School

### Privacy Policy- May 2015

This Privacy Policy sets out how the St Anthony's Catholic Primary School manages personal information provided to or collected by it.

St Anthony's Catholic Primary School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. In relation to health records, the School is also bound by the *Health Records Act 2001* (Vic.).

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

### **What kinds of personal information does the St Anthony's Catholic Primary School collect and how does the St Anthony's collect it?**

The type of information St Anthony's Catholic Primary School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at St Anthony's Catholic Primary School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with St Anthony's Catholic Primary School.

***Personal Information you provide:*** St Anthony's Catholic 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, emails and telephone calls. On occasions people other than parents and pupils provide personal information.

***Personal Information provided by other people:*** In some circumstances St Anthony's Catholic Primary 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 and the *Health Records Act 2001* (Vic.), the Australian Privacy Principles and Health Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St Anthony's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between St Anthony's Catholic Primary School and employee.

### **How will the St Anthony's Catholic Primary School use the personal information you provide?**

St Anthony's Catholic Primary School will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

***Pupils and parents:*** In relation to personal information of pupils and parents, St Anthony's Catholic Primary School's primary purpose of collection is to enable St Anthony's to provide schooling for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs of the School throughout the whole period the pupil is enrolled at the School.

The purposes for which St Anthony's Catholic Primary 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 of St Anthony's Catholic Primary School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for St Anthony's Catholic Primary School; and
- to satisfy St Anthony's Catholic Primary School 's legal obligations and allow St Anthony's Catholic Primary School to discharge its duty of care.

In some cases where St Anthony's Catholic Primary School requests personal information about a pupil or parent, if the information requested is not provided, St Anthony's Catholic Primary School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

***Job applicants, staff members and contractors:*** In relation to personal information of job applicants, staff members and contractors, St Anthony's Catholic Primary School 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 St Anthony's Catholic Primary 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 donations and marketing for St Anthony's Catholic Primary School; and
- to satisfy St Anthony's Catholic Primary School legal obligations, for example, in relation to child protection legislation.

***Volunteers:*** St Anthony's Catholic Primary School also obtains personal information about volunteers who assist St Anthony's Catholic Primary School in its functions or conduct associated activities, such as [alumni associations], to enable St Anthony's Catholic Primary School and the volunteers to work together.

***Marketing and fundraising.*** St Anthony's Catholic Primary School treats marketing and seeking donations for the future growth and development of St Anthony's Catholic Primary School as an important part of ensuring that St Anthony's Catholic Primary School continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by St Anthony's Catholic Primary School may be disclosed to organisations that assist in St Anthony's Catholic Primary School fundraising, for example, St Anthony's Catholic Primary School Foundation or alumni organisation (or, on occasions, external fundraising organisations).

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 marketing purposes.

## **Who might St Anthony's Catholic Primary School disclose personal information to and store your information with?**

St Anthony's Catholic Primary School may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to St Anthony's Catholic Primary School, including specialist visiting teachers, counsellors and sports coaches;
- recipients of School publications, such as newsletters and magazines;
- Parents;
- anyone you authorise St Anthony's Catholic Primary School to disclose information to; and
- anyone to whom we are required to disclose the information to by law.

***Sending and storing information overseas:*** St Anthony's Catholic Primary School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, St Anthony's Catholic 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 Australian Privacy Principles or other applicable privacy legislation.

St Anthony's Catholic Primary School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.\*\*

## **How does St Anthony's Catholic Primary School treat sensitive information?**

In referring to 'sensitive information', St Anthony's Catholic Primary School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric 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.

## **Management and security of personal information**

St Anthony's Catholic Primary School staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

St Anthony's Catholic Primary School has in place steps to protect the personal information St Anthony's Catholic Primary School holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

## **Access and correction of personal information**

Under the Commonwealth Privacy Act and the *Health Records Act 2001* (Vic.), an individual has the right to obtain access to any personal information which St Anthony's Catholic Primary School holds about them and to advise St

Anthony's Catholic Primary School of any perceived inaccuracy. Pupils access and update their personal information through their parents.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information St Anthony's Catholic Primary School holds about you or your child; please contact the School Principal in writing. St Anthony's Catholic Primary School may require you to verify your identity and specify what information you require. St Anthony's Catholic Primary 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, St Anthony's Catholic Primary School will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

### **Consent and rights of access to the personal information of pupils**

St Anthony's Catholic Primary School respects every Parent's right to make decisions concerning their child's education.

Generally, St Anthony's Catholic Primary School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Anthony's Catholic Primary 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.

As mentioned above, parents may seek access to personal information held by St Anthony's Catholic Primary School about them or their child by contacting the School 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.

### **Enquiries and complaints**

If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the School Principal. The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

June 2015

**This policy was ratified by St Anthony's School Board in \_\_\_\_\_ 2015.**

**This policy will be evaluated by St Anthony's School staff and Board every 3 years or as required**