

Yidarra Catholic Primary School



PRIVACY POLICY

RATIONALE

Yidarra Catholic Primary School requires information about students and their families in order to provide for the education of these students.

Yidarra Catholic Primary School recognises the significance of protecting the information it holds.

The 'Privacy Amendment (Private Sector) Act 2000' amends the 'Privacy Act 1988' to direct the manner in which private sector organizations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

PRINCIPLES

1. Yidarra Catholic Primary School (YCPS) has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act.
2. YCPS has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All student information is collected for the primary purpose of the Catholic education of students.

PROCEDURES

1. The type of information YCPS collects and holds 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 applicants, staff members, volunteers and contractors; and
 - other people who come into contact with the school.

YCPS will generally collect personal information 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. In some circumstances YCPS 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.

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 an

employee record, where the treatment is directly related to a current or former employment relationship between the school and employee.

1. YCPS 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, or to which you have consented.
2. In relation to personal information of pupils and parents, the 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.
3. 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 school, 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 CEO of WA and the school's legal obligations and to allow the school to discharge its duty of care.
4. 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 enrol or continue the enrolment of the pupil.
5. 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.
6. 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 of WA and the school's legal obligations, for example, in relation to child protection legislation.
7. YCPS 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.
8. YCPS treats 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 fundraising, for example, the P & F Association.
9. 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.
10. The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO of WA to share personal (but not sensitive) information with other schools conducted by the CEO of WA. Other schools may then only use this personal information for the purpose for which it was originally collected by the CEO of WA. This allows schools to transfer information between

them, for example, when a pupil transfers from a CEO of WA school to another school conducted by the CEO of WA.

11. YCPS 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 visiting teachers and sports coaches, recipients of school publications, like newsletters and magazines, parents and anyone you authorise the school to disclose information to.

12. YCPS 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.

13. YCPS understands 'sensitive information' to mean 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, 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.

14. YCPS staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

15. YCPS 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 YCPS by contacting the Principal at any time.

16. Personal information will not be stored longer than necessary.

17. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which YCPS or the CEO of WA holds about them and to advise the CEO of WA 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.

18. To make a request to access any information YCPS or the CEO of WA holds about you or your child, please contact the school's Principal in writing.

19. YCPS may require verification of identity and specifics of information required. A fee may be charged to cover the cost of verifying the 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.

20. Generally, YCPS will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. YCPS 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.

21. Parents may seek access to personal information held by YCPS or the CEO of WA 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.

22. YCPS, at the Principal's 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.

ENQUIRIES

All enquiries regarding the 'Privacy Policy' of Yidarra Catholic Primary School and its management of personal information should be directed to the Principal.