



ST JOSEPH'S PRIMARY SCHOOL

544 Balcombe Road, Black Rock, Vic 3193

Telephone: 9589 4685 Fax: 9589 7612

Email: office@sjblackrock.catholic.edu.au

www.sjblackrock.catholic.edu.au

PRIVACY POLICY

2015

Ratified by Staff: August 2015

Ratified by Education Board: May 2014

Next Review 2016

St Joseph's Privacy Policy

Note that The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) made many significant changes to the Privacy Act 1988 (Privacy Act). These changes commenced on 12 March 2014. The Privacy Regulation 2013, made under the Privacy Act, also commenced on 12 March 2014.

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

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

What kind of personal information does the St Joseph's collect and how does the St Joseph's collect it?

The type of information St Joseph's collects and holds includes (but is not limited to) personal information, including health and other 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.

Personal Information you provide: The 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 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 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 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.

How will St Joseph's use the personal information you provide?

St Joseph's 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 Joseph's primary purpose of collection is to enable the School to provide schooling for the pupil. This includes satisfying the needs of Parents, the needs of the pupil and the needs of St Joseph's throughout the whole period the pupil is enrolled at the School.

The purposes for which St Joseph's uses personal information of pupils and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and website;

- day-to-day administration of St Joseph's;

- looking after pupils' educational, social and medical wellbeing and

- to satisfy St Joseph's legal obligations and allow St Joseph's to discharge its duty of care.

In some cases where the School requests personal information about a pupil or Parent, if the information requested is not provided, St Joseph's 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, 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 purposes for which St Joseph's 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;

to satisfy St Joseph's legal obligations, for example, in relation to child protection legislation.

Volunteers: St Joseph's 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: St Joseph's 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 provide a quality learning environment in which both pupils and staff thrive. Personal information held by the School may be disclosed to organisations that assist in the School's fundraising, for example the School's P & F group.

Who might St Joseph's disclose personal information to and store your information with?

St Joseph's may disclose personal information, including sensitive information, held about an individual to:

another school;

government departments;

medical practitioners;

people providing services to the School, including specialist visiting teachers and counsellors;

recipients of school publications, such as newsletters and magazines;

Parents;

anyone you authorise the School to disclose information to; and

anyone to whom we are required to disclose information to by law.

Sending and storing information overseas: St Joseph's may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, 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); or

otherwise complying with Australian Privacy Principles or other applicable privacy legislation.

How does St Joseph's treat sensitive information?

In referring to 'sensitive information', the School means; information relating to a person's racial or ethnic origin, religion, occupation; credit card 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 la

Management and security of personal information

The School's staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

St Joseph's has in place steps to protect the personal information the 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 the School holds about them and to advise the School of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves.

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

To make a request to access or update any personal information the School holds about you or your child, please contact the School Principal in writing. 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. 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

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 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.

As mentioned above, parents may seek access to personal information held by the 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 the 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.

The 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 for 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 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.

Standard Collection Notice

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health (and Child Protection) laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for administrative and educational purposes. This may include to:
 - School service providers such as the Catholic Education Commission Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses, Parish Priest; Collection of Data on Students with Disability; Swim Right Swim School, Arthur Reed Photography, Trekset Tours, AEDC, ACARA, Primary School Wear; Lifesaving Victoria; Education Board Welcome Survey; Care Monkey and STAR Reporting Program.
 - Third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
 - Another school to facilitate the transfer of a student;
 - Government departments;
 - Medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - anyone you authorise the School to disclose information to; and
 - any one to whom we are required or authorised to disclose the information to by law.

6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (eg. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information is held by GAFE it will be limited and may include:
 - * Name
 - * Email Address
 - * Student Date of BirthPersonal information held by GAFE will be stored in accordance with APPs.
9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.
10. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
11. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
12. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purpose without your consent.
13. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in

School newsletters and on our intranet. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.

14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.