



PRIVACY POLICY

Staff responsible:	Principal Finance & Administration Coordinator
Updated:	2017
Review:	2018
Related school documents:	nil

1. 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.

St Francis' school requires information about students and their families in order to provide for the education of these students. The Privacy Act 1988 directs the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the legislation is to ensure that organisations, which hold information about individuals, handle that information responsibly. It aims to establish a nationally consistent approach to the management of personal information.

2. 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.

3. PRINCIPLES

- 3.1. Schools have a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.

- 3.2. Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 3.3. All information is collected for the primary purpose of the Catholic education of the student.

4. PROCEDURES

- 4.1. Each school shall have a written Privacy Policy consistent with the principles outlined above.
- 4.2. The Privacy Policy shall be publicly available.
- 4.3. The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be used in developing school based documents in order to maintain consistency between schools. The manual can be accessed at <http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx>
- 4.4. All forms used by a school to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.
- 4.5. All staff shall be appropriately informed in relation to the Privacy Act 1988.
- 4.6. The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
- 4.7. Principals should note that school based staff are entitled to view and access records on their personnel file.

5. REFERENCES

Bishops Mandate for the Catholic Education Commission of Western Australia, 2009 – 2015
National Catholic Education Commission Privacy Compliance Manual
Privacy Act 1988
School Education Act 1999
Children and Community Services Act 2004
2-D1 Dispute & Complaint Resolution