	Policy Name:	Privacy
	Policy Area:	Community
	Policy Number:	2 – D9
	Originally Released:	
	Reviewed:	2013
	Date for review:	2019

### 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 Catholic 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.

### 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. Schools have a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
2. Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of the student.


### Procedure

St Marys Catholic Primary School's Privacy Policy is consistent with the principles outlined above.

1. St. Mary's Privacy Policy is publicly available through the website.
2. St Mary's uses the Privacy Compliance Manual, as prepared for CECWA through the National Catholic Education Commission, when developing school based documents, thus maintaining consistency between Catholic schools.
3. All forms used by a school to collect personal and sensitive information reflects essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.
4. All staff are appropriately informed in relation to the Privacy Act 1988.
5. The Principal ensures that all personal and sensitive information held by the school is properly secured.
6. School based staff are entitled to view and access records on their personnel file.

### 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

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Children and Community Services Act 2004  
2-D1 Dispute & Complaint Resolution

### Privacy Standard Collection Notice

1. The School (the Diocese both independently and through its Schools) 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. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.


5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.

6a. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.

7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the School Education Act 1999 and Children and Community Services Act 2004.

8. Personal information collected from pupils is regularly disclosed to their parents or guardians.

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9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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.

10. 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 purposes without your consent.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.

12. We may include your contact details in a class list and School directory\*\*

13. 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 the information to third parties.

\*\* Schools may wish to seek specific consent to publish contact details in class lists and School directories

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**CONSENT FORM FOR USE OF STUDENT'S IMAGE AND/OR WORK**



**CATHOLIC EDUCATION**  
OFFICE OF WESTERN AUSTRALIA

The School seeks your consent on behalf of the School, the Catholic Education Office WA (CEOWA) and media organisations to take and use photographs or video of your child/ren.

The School also seeks your consent to use material created by your child/ren (known in copyright law as 'Works') for the purpose of promoting the School or the CEOWA.

**Please complete the information below and return to the school office.**

I, \_\_\_\_\_

(PARENT/GUARDIAN NAME – PLEASE PRINT)

Address: \_\_\_\_\_

Name of School/Preschool: \_\_\_\_\_

Child's Name: \_\_\_\_\_

- consent to photographs, audio or video images and recordings of my child/ren and their 'Works' as defined in the Copyright Act 1968 being used in hard copy or digital form for any of the following purposes:
  - the promotion and communication of school, Catholic, and education activities and programmes (e.g. Caritas, Catholic Development Fund, Life Link)
  - training materials, and
  - the following additional use(s): \_\_\_\_\_ ('the use');
- acknowledge that the use of my child/ren's Work(s) is an authorised use of the Work(s) under the *Copyright Act 1968*;
- understand and agree that any photographs, video footage or other images of my child/ren may be publicly displayed, or disclosed to third parties (e.g. on a school or CEOWA website or publication);
- consent to printed or digital copies of my child/ren's images and their Works to be used by other schools or educational institutions that are parties to the National Educational Access Licence for Schools Agreement (NEALS);
- consent to the use of the Work(s) by the school and CEOWA and other parties to NEALS for free; and
- understand that whilst reasonable efforts will be made to protect the identity of my child/ren (other than where their identity is relevant to the use of their image/work – e.g. in reporting academic achievements and other school news), the School, CEOWA and Catholic agency cannot guarantee that my child will not be able to be identified from the image or work.

**Amendments to consent**

The parent/guardian wishes to amend their consent in the following way: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed by: \_\_\_\_\_  
(PARENT'S/GUARDIAN'S SIGNATURE)

Date: \_\_\_\_\_