

# PRIVACY POLICY

## **Your privacy is important**

This statement outlines St. Clare's School Policy on how the school uses and manages personal information provided to or collected by it.

St. Clare's School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act (see Commonwealth Privacy Laws attached).

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

## **What kind of personal information does the School collect and how does the School collect it?**

The type of information the school collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and / or guardians 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, 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.

**Exemption in relation to employee records:** 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.

## **How will the School use the personal information you provide?**

St. Clare's 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, or to which you have consented.

**Pupils and Parents:** 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.

The purposes for which the School uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence and newsletters,
- day-to-day administration;
- looking after pupil's educational, social and medical wellbeing;
- seeking donations, fundraising and marketing for the school;
- to satisfy the school's legal obligations and allow the school 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 obtained, the School may not be able to enrol or continue the enrolment of the pupil.

***Job applications, 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 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 school's legal obligations, for example, in relation to child protection legislation.

***Volunteers:*** The school also collects personal information about volunteers who assist the school. Volunteers must also complete a Working with Children Check which the school keeps a record of.

***Marketing and Fundraising:*** St. Clare's School 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 organisation that assists in the school's fundraising.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and brochures, which include personal information, may be used for marketing purposes.

### **Who might the School disclose personal information to?**

The School 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 sports coaches;
- recipients of School publications, like newsletters and magazines;
- parents; and
- anyone you authorise the school to disclose information to.

***Sending information overseas:*** The School will not send 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.

### **How does the School treat sensitive information?**

In referring to '***sensitive information***', the school means information relating to a person's:

- racial or ethnic origins
- political opinions
- religion
- trade union or other professional or trade association membership
- sexual preferences
- criminal record
- health

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**

The school's staff is required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

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

### **Updating personal information**

St. Clare's School 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 the school by contacting the Secretary at St. Clare's at any time.

The National Privacy Principles require a school not to store personal information longer than necessary.

## **You have the right to check what personal information the School holds about you**

Under the Commonwealth Privacy Act, 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. 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.

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

The school may require you to verify your identity and specify what information you require. 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.

## **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, St. Clare's School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. We 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.

Parents may seek access to personal information held by St. Clare's School 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.

St. Clare's 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 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**

If you would like further information about the way St. Clare's School manages the personal information it holds, please contact:

The Principal  
St. Clare's School,  
Harbard St. Thomastown West  
Ph 9465- 8535  
[principal@stclaresthomastown.catholic.edu.au](mailto:principal@stclaresthomastown.catholic.edu.au)

## COMMONWEALTH PRIVACY LAWS

In light of the new Commonwealth privacy laws (contained in The Privacy Amendment Private Sector Act 2000), we as a school affirm our commitment to the responsible management of the information given to us.

Listed below are the purposes for our collection of personal information:

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 (and Child Protection) laws.
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. 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, (Catholic Education Office, the Catholic Education Commission, our local diocese and the Parish, Schools within other Dioceses/other Dioceses)\* medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches and volunteers.
6. 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.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines.
8. 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.
9. 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.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must contact the School Principal.
11. 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.

\*If appropriate.

Should you have any questions regarding our collection of personal information, please discuss these with the Principal.

