PRIVACY POLICY – 2013 (Amended 12/3/2014)
To be Reviewed: 2016

YOUR PRIVACY IS IMPORTANT

The School acts as an agent of the Parish of Our Lady of Perpetual Help and the nominated person within the school responsible for privacy is the Principal.

The 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 (Victoria).

The school 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 this school collect and how does it 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, 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 the Australian 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?
The school will use personal information it collects from you for the primary purpose for which it is collected, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented. The school will not use identification devices to identify an individual.
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 and the needs of the School 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, 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 school's legal obligations and allow the school to discharge its duty of care.

Where the school requests personal information about a pupil or parent, and the information requested is not obtained, the school 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 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 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. Parents who assist in classrooms, with excursions or Interschool Sport, as well as all members of the Parents’ Association Committee will be required to have a Working With Children Check which is the responsibility of the individual parent to obtain.

Marketing and fundraising:
The 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. Personal information held by the school may be disclosed to an organisation that assists in the school's fundraising (e.g. Parent Association, Fete Committee). Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, which include personal information, may be used for marketing purposes.
Who might the school disclose personal information to?
The school (Principal) may disclose personal information, including sensitive information, held about an individual to:
♦ the classroom teacher, the parent and anyone who has been authorised to be in receipt of said information.
♦ another school.
♦ government departments.
♦ the local parish.
♦ medical practitioners.
♦ people providing services to the school, including specialist visiting teachers.
♦ recipients of school publications, like newsletters and magazines.
♦ parents.
♦ anyone you authorise the School to disclose the information to.
♦ Anyone to whom we are required to disclose the information to by law.

Prior to disclosing said information permission, in writing, needs to be sought from the parent, and or guardian. This permission is to be discussed with the Principal.

Sending information overseas: 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 the Australian 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 origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or where the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information
The school staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The school has in place steps to protect the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

Updating personal information
The school ensures that the personal information it holds is accurate, complete, up-to-date and relevant to the function and activities. A person may seek to update their personal information held by the school by contacting the Secretary of the school at any time.

The Australian Privacy Principles require the school not to store personal information longer than necessary. Where a deletion of part of a record or the transfer of a complete record occurs, a written record of details such as dates, name of individual concerned and address of recipient must be kept.
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 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. 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.

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 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.

Enquiries

If you would like further information about the way the school manages the personal information it holds, please contact the school Principal.
COLLECTION NOTICE

1. Our Lady of Perpetual Help Primary 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. 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 be collected. These include Public Health and Child Protection Laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Commonwealth Privacy Act, and/ or the Health Records Act 2001 (Vic). 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, your local diocese and the parish, schools within other Dioceses] medical practitioners, and people providing services to the school, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.

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, or permit them from taking part in a particular activity.

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, magazines and on our website – only with permission].

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. The school engages in fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10. 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.