

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## **PRIVACY**

Reviewed 2014; 2016

### **RATIONALE**

St Andrew's Catholic Primary School requires information about students and their families in order to provide for the education of these students.

It is important for the school to recognise the significance of protecting the information held.

The *Privacy Amendment (Private Sector) Act 2000* amended the *Privacy Act 1988* to direct the manner in which private sector organizations, including St Andrew's, manage the personal and sensitive information of individual members of the school community.

The purpose of the new provisions is to ensure we hold information about community members responsibly. The *Privacy Act* governs how we organise personnel and sensitive information. It includes the collection, security, storage, use, access, correction and disclosure of personal information. Review and updating of organization covered by this policy will be carried out mindful of new laws and technology, changes to St Andrew's operations and practices and to ensure it remains appropriate to the changing school environment.

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### **DEFINITIONS**

Privacy Act (1988) includes the Privacy Amendment (Private Sector) Act 2000.

Personal Information – is information or opinion which can identify an individual.

Sensitive Information - is information about a person's religious and political beliefs, sexual preferences, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

Record – a document, database (however kept), a photograph, other pictorial representation or recording.

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### **PRINCIPLES**

1. St Andrew's Catholic Primary School has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act.
  2. We have a responsibility to inform parents/guardians (parents), job applicants and other with whom the school comes in contact, of the purpose of collecting personal and sensitive information.
  3. Information is collected for:
    - the primary purpose of the Catholic education of the student; and
    - to assess and employ (if successful) the applicant or contractor.
  4. The Privacy Policy does not apply to employee records.
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### **PROCEDURES**

1. Information can be collected if there is a legitimate reason for doing so.
2. Personal information will be collected from parents from forms collected, interviews, telephone calls or electronic communication. A third person, eg school psychologist, may also supply personal information.
3. Personal information held by the school may be disclosed to a group or organization for the purpose of fundraising.

## St Andrew's Catholic Primary School Clarkson: Policy Statement

4. Personal information (but not sensitive information) may be shared between other schools in the Western Australian Catholic Education System for the purpose for which it was collected eg when a student transfers to another school.
5. Personal and sensitive information is managed and stored to ensure confidentiality, loss, modification and unauthorized access. It includes locked storage of paper records and pass worded access to computerized records. (Appendix A)
6. A request to access any information held by the St Andrew's must be made in writing to the Principal. Verification of identity will be required and the written request must be specific about the information required. A relevant fee will be charged to cover the cost of locating, retrieving, reviewing and copying any material required.
7. Access to personal information held about a student will be denied when it identifies another student or would result in a breach of St Andrew's *Duty of Care* to the student concerned.

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## APPENDIX A

### SECURITY AND STORAGE OF STUDENT AND FAMILY PERSONAL AND SENSITIVE INFORMATION

1. All current personal information held on paper in Administration will be stored in locked filing cabinet drawers. Access will be available, on request to the Principal or Administrative Officer, to teaching staff currently involved with the student. It includes personal information supplied on the enrolment form, copies of assessments and reports and other relevant information collected during the student's time at the school.
2. Every effort will be made to keep personal information complete, updated and accurate. This will be done by requests to parents through:
  - sending home a copy of the *family details* at the beginning of the year and asking for it to be returned with updated alterations indicated; and
  - reminders in Newsletters throughout the year, to keep the office informed of any changes especially parent contact numbers, emergency contact numbers and any after school arrangements.
3. Sensitive information, including all confidential reports, school fee information and medication requests, are kept in the Principal's office. All confidential reports, family court orders and sensitive written information are filed in locked areas in the Principal's office. Necessary information is conveyed by the Principal to staff members unable to fulfill their responsibilities within the school without the sensitive information.
4. Teachers are provided with current student and family personal information to fulfill their legal and educational responsibilities to the students in their care. They are aware of their obligation to ensure the privacy of such information.
5. Teachers are aware of the privacy necessary when recording and storing class records. Accessibility and information is restricted to teachers currently involved with the student's education.
6. Parent, verbal or written disclosure of personal or sensitive information, will be treated confidentially by staff. The Principal will be notified of any such disclosure. The information will be conveyed to other staff members judged to need the information to carry out their role or *Duty of Care* in the best interest of the student/s concerned. Verbal disclosures may need to be documented. Storage of documented and written disclosures need to be stored in the appropriate location within the school.
7. Information no longer required by the school will be shredded.
8. Electronic storage of all student or family information is secured by log on and password accessibility. The confidentiality and conveyance of this information follows the same restrictions as for paper information.

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## **APPENDIX B**

### **TEACHERS – SECURITY AND STORAGE OF PERSONAL INFORMATION**

1. Lists of family contact details and individual medical information (supplied from the office) kept in secure drawer. Handed in to office at end of year for secure disposal.
2. Written parent permission sought before medical needs are displayed in classroom as a reference for others.
3. Class data and records kept secure. Electronic data only accessed through log on and password. Routinely log off when leaving computer.
4. No information displayed that will inform others of sensitive information including test results or teacher comments.
5. The photograph of any child may not be displayed without a completed *Standard Collection Notice: Publicity and the use of Student Images*.
6. Individual Education Plans kept secure.
7. All student reports kept in student personal files in the Administration Office or in electronic form accessible by logon and password.
8. Records of interviews kept secure by teacher till end of year at which time they are stored in locked cabinet in Principal's Office prior to passing on to next teacher

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## APPENDIX C



### ST ANDREW'S CATHOLIC PRIMARY SCHOOL

#### Standard Collection Notice

1. St Andrew's Catholic Primary 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. 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 student and enable them to take part in all the activities of the School. 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.
2. 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.
3. 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.
4. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son or daughter.
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, 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 visiting specialist teachers, (sports) coaches, volunteers and counsellors.
6. 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. Parent permission is always obtained before information or photographs are released to newspapers.
7. 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.
8. In addition to the agencies and purposes cited above, personal information relating to students and parents may also be 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.
9. The school may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
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. We may include your contact details in a class list and School directory. If you do not agree to this please advise us now. (No *silent phone numbers* would ever be given.)
12. 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.

## **St Andrew's Catholic Primary School Clarkson: Policy Statement**

On 21 December 2001, the new provisions of the Privacy Amendment Act 2000 commenced. Our existing practices ensured that we are already largely compliant. The above is general information, some of which may cover areas not regarded as directly connected to our primary purpose.

*Any queries or concerns about this – please make an appointment to see the Principal.*

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## APPENDIX D



## St Andrew's Catholic Primary School

60 Victorsen Parade, Clarkson WA 6030

Phone: (08) 9407 8000 Fax: (08) 9407 8015

[admin@standrews.wa.edu.au](mailto:admin@standrews.wa.edu.au)

[www.standrews.wa.edu.au](http://www.standrews.wa.edu.au)

### **Standard Collection Notice: publicity and the use of student images.**

Dear Parent/Guardian,

As part of the school's activities there may, on occasion, arise the situation whereby the school, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in classrooms, newspapers, school newsletters, CEO documents, training videos and/or the school/CEO website. An agreement giving parental permission is required for the publishing of these.

This agreement will apply for the duration of your child's attendance at St Andrew's. Should you wish to alter this agreement at any time, please let the school office know in writing.

Please complete the information below and return it to the school office, via the classroom teacher. Please complete a form for each child.

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

Parent/Guardian of

\_\_\_\_\_

Do hereby give / not give (please cross out) permission for the use of my son's/daughter's photo/video image in the above listed activities.

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

Child's class: Year \_\_\_\_\_ Circle: Blue, White or Gold

# St Andrew's Catholic Primary School Clarkson: Policy Statement

## **APPENDIX E**

### **Employment Collection Notice**

1. In applying for this position you have provided St Andrew's Catholic Primary School with personal information. We can be contacted at:  
60 Victorsen Pde, CLARKSON 6030  
admin@standrews.wa.edu.au  
Phone: 9407 8000
2. The personal information you have provided us with in your resume will be used to assess your application
3. We will store this information until the process has been completed. Your information will then be shredded.
4. We will not provide or discuss the information with a third party without your consent.
6. If you have provided St Andrew's with the personal information of others, we encourage you to inform them that you have done so and why. Convey to them that the information will not be disclosed to a third party and that it will be destroyed at the end of the process.