

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. Salvado Catholic College 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 in accordance with the Privacy Act, is information which allows a person to be identified.

Sensitive Information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, sexual orientation or practices, or criminal record. It also includes health information and biometric information.

Health Information is a subset of sensitive information. It is any information or opinion about the health or disability of an individual, the individual's expressed wishes about the future provision of health services and a health service provided, currently or in the future, to an individual that is also personal information.

PRINCIPLES

1. Salvado Catholic College has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act.
2. Salvado Catholic College has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All student information is collected for the primary purpose of the Catholic education of students.

ORGANISATION

The type of information Salvado Catholic College collects and holds includes, but is not limited to, personal information, including sensitive information, about:

- Students and parents/carers before, during and after the course of a student's enrolment at the College
- Job applicants, Staff members, Volunteers and Contractors; and
- Other people who come into contact with the College.

Personal Information that you provide:

Salvado Catholic College will generally collect personal information about an individual by way of forms filled out by parents/carers or students, face-to-face meetings and interviews and telephone calls. On occasions, people other than parents/carers and students provide personal information.

Personal Information provided by other people:

In some circumstances Salvado Catholic College 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 National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

How will the College use the personal information that you provide?

Salvado Catholic College will use personal information it collects from families for the primary purpose of collection and for such other secondary purposes that are related to the College's needs and reasonably expected, or to which parents/carers have consented.

Students & Parents/Carers:

In relation to personal information of students and parents/carers, the College's primary purpose of collection is to enable the College to provide schooling for the student. This includes satisfying both the needs of parents/carers and the needs of the student throughout the whole period the student is enrolled at Salvado Catholic College.

The purposes for which a school uses personal information of students and parents/carers include:

- To keep parents/carers informed about matters related to their child's school, through correspondence, newsletters and magazines
- Day-to-day administration
- Looking after students' educational, social, spiritual and medical wellbeing
- Seeking donations and marketing for the College
- To satisfy CEWA and the College's legal obligations and to allow the College to discharge its duty of care.

In some cases where a school requests personal information about a student or parent/carer, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student.

Job Applicants, Staff Members and Contractors:

In relation to personal information of job applicants, staff members and contractors, a 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 purpose for which Salvado Catholic College 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 College
- To satisfy the CEWA and the College's legal obligations, for example, in relation to child protection legislation.

Volunteers:

Salvado Catholic College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities to enable the College and the volunteers to work together.

Marketing & Fundraising:

Salvado Catholic College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both students and staff thrive. Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, Friends of Salvado.

Parents/carers, staff, contractors and other members of the wider College community may, from time to time, receive fundraising information. College publications, such as newsletters and magazines, which include personal information, may be used for marketing purposes.

To whom might the College disclose personal information?

Salvado Catholic College may disclose personal information, including sensitive information, held about an individual to:

- Another school
- Government departments
- Local parish
- Medical practitioners
- People providing services to the College, including specialist visiting teachers and sports coaches
- Recipients of College publications, such as newsletters and magazines;
- Parents/carers
- Anyone you authorise the College to disclose information to
- Anyone to whom we are required to disclose the information to by law.

Sending information overseas:

Salvado Catholic College 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 National Privacy Principles or other applicable privacy legislation.

How does the College treat sensitive information?

Salvado Catholic College understands 'sensitive information' to mean information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, and health information about an individual.

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 where the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information:

Salvado Catholic College staff are required to respect the confidentiality of students' and parents'/carers' personal information and the privacy of individuals.

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

Updating personal information:

Salvado Catholic College 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 Salvado Catholic College by contacting the Front Office of the College.

The National Privacy Principles and Health Privacy Principles require the College not to store personal information longer than necessary. Personal information will not be stored longer than necessary. In particular, the Health Privacy Principles impose certain obligations about the length of time health records must be stored.

You have the right to check what personal information the College holds about you:

Under the Commonwealth Privacy Act and the Health Records and Information Privacy Act, an individual has the right to obtain access to any personal information which Salvado Catholic College or CEWA holds about them and to advise the College or CEWA of any perceived inaccuracy. There are some exceptions to this right as set out in the applicable legislation. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information Salvado Catholic College or CEWA holds about you or your child, please contact the College Principal in writing.

Salvado Catholic College may require verification of identity and specifics of information required. A fee may be charged to cover the cost of processing the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the College will advise the likely cost in advance.

Consent and rights of access to the personal information of students:

Salvado Catholic College will generally refer any requests for consent and notices in relation to the personal information of a student to the student's parents/carers. Salvado Catholic College will treat consent given by parents/carers as consent given on behalf of the student, and notice to parents/carers will act as notice given to the student.

Parents/carers may seek access to personal information held by Salvado Catholic College or CEWA about themselves 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 College's duty of care to the student.

Salvado Catholic College, at the Principal's discretion, on the request of a student, grant that student access to information held by the College about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Enquires:

All enquiries regarding the *Privacy* policy of Salvado Catholic College and its management of personal information should be directed to the Principal.

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
- CEWA Policy statement *Dispute & Complaint Resolution*

RELATED DOCUMENTS

Appendix 1: Retention & Disposal Schedule for Catholic Schools in Western Australia.
(Handbook for Catholic Schools – February 2017)

Originally Released	Date of Last Review	Date for Next Review
2017	2019	2021