COLUMBA CATHOLIC PRIMARY SCHOOL BUNYIP

Rationale
A Privacy Policy is needed to inform individuals about the practices of the school in relation to personal information. It also serves as a guide to the school’s staff as to the standards to be applied in respect of handling personal information and ensure consistency in the school’s approach to privacy.

Purpose
The purpose of this policy is to outline the school’s use and management of personal information provided to or collected by it as bound by the Australian Privacy Principles contained in the Privacy Amendment (Enhancing Privacy Legislation) Act 2012 (Commonwealth). In relation to health records, the School is also bound by the Health Records & Information Privacy Act 2001 (Vic).

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.

Implementation
Information Collected
The type of information schools collect and hold includes (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians before, during and after the course of a student'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 students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and students 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 and the Health Records & Information Privacy Privacy Act 2001 (Vic) 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.

Use of personal information provided
The 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.

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

The purposes for which the School uses personal information of students 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 students' 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.

In some cases where the School requests personal information about a student or parent, 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, 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 to enable the School and the volunteers to work together. Volunteers include; Parents and Friends Association, classroom, library, canteen and excursion helpers. This personal information may also be obtained through a Working With Children Check.

Marketing and fundraising
Schools treat 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 students and staff thrive. Personal information held by a School may be disclosed to the Parents’ and Friends’ Association to assist in the School’s fundraising.

Names of students and grades only are to be disclosed.

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

The only personal information to be used in marketing and fundraising is a person’s name and their grade.

Disclosure of personal information
The School may disclose personal information, including sensitive information, held about an individual to:
• another school;
• government departments;
• our local parish;
• medical practitioners;
• people providing services to the School, including specialist visiting teachers and sports and/or music coaches;
• recipients of School publications, like newsletters and magazines;
• parents
• anyone parents authorise the School to disclose information to, such as, speech therapists, psychologists and counsellors.
• anyone to whom we are required to disclose the information to by law.
Sending information overseas
The School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a School exchange. However, 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.

The School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

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

Management and security of personal information
All Staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

The School has in place steps to protect the personal information the School holds (see Personal Information Policy) 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.

All filing cabinets in classrooms that house student files are to remain locked. Access to the administration office is to be by staff only. Personal records of staff and students are to be accessed by administration personnel only. In areas of the School that the public can access, there is to be no personal information about students displayed that does not have prior consent from parents; for example appropriate medical action plans.

Updating personal information
The 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 a School by contacting the Administration Officer at any time.

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

Checking what personal information a school holds about you
Under the Commonwealth Privacy Act and Health Records Act, an individual may seek access to personal information which the School holds about them and to advise the school of any perceived inaccuracy. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

There are some exceptions to these rights set out in the applicable legislation
To make a request to access any information the School holds please contact the School's 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 students**
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 student to the student's parents. The School will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by a 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 student.

The School may, at its discretion, on the request of a student grant that student access to information held by the School about them, or allow a student 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 student and/or the student's personal circumstances so warranted.

**Enquiries and complaints**
If you would like further information about the way the School manages the personal information it holds, or wish to complain that you believe that the School has breached the Australian Privacy Principles please contact the School Principal.

The School will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

**Resources**
- Standard Collection Notice
- Employment Collection Notice
- Contract/Volunteer Collection Notice

**Evaluation**
Policy reviewed every 5 years as part of the Curriculum Review cycle or as required

**Ratification**
This policy was last reviewed by the School’s Leadership Team in March 2014
## STANDARD COLLECTION NOTICE

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’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 to enable them to take part in all the activities of the School.

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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health laws.

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

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the School’s local diocese and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports and music coaches, volunteers and counsellors.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

8. The School’s Privacy Policy sets out how parents or students may seek access to personal information collected 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 student, or where students have provided information in confidence.

9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

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, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students’ parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.

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 this information to third parties.
1. In applying to provide services to Columba, you will be providing Columba Catholic Primary School with personal information. We can be contacted at: 28 –38 Hope St Bunyip, 3815. Or on 03 56295933. The school email address is principal@bunyip.catholic.edu.au.

1. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

2. You agree that we may store this information for up to 12 months.

3. Columba’s Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.

4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the Catholic Education Office, Diocese of Sale.

5. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection law. We may also collect personal information about you in accordance with these laws. This personal information is obtained through a Working With Children Check.

6. Columba may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to Columba and why, that they can access that information if they wish and Columba does not usually disclose the information to third parties.