

# LIWARA CATHOLIC SCHOOL

## PRIVACY POLICY

### **Your privacy is important.**

This statement outlines the policy on how Liwara Catholic School uses and manages personal information provided to or collected by it.

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

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 and CEO's 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:

- ◆ 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 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?**

The School collects personal information, including sensitive information for the primary purpose of enabling it to provide proper schooling for its students, and for such secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### **Students and Parents**

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;
- ◆ General day-to-day administration;
- ◆ Caring for students' educational, social and medical wellbeing;
- ◆ Marketing, seeking donations 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;
- ◆ 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, such as the Parents & Friends Association to enable the School and the volunteers to work together.

**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 community continues to be a quality-learning environment in which both students and staff thrive.

Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising, for example, the Parents & Friends Association. 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.

### **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; volunteer tutors 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 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.

### **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, 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 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 staff at Liwara 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 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.

Internal modifications may not be made to personal information held either in computerised records or in files unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

### **Updating personal information**

The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date.

Personal information held by the school may be updated at any time. This is done directly and in writing through the School office.

The National Privacy Principles require the 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. Students will generally have access to their personal information through their parents.

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 will 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 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 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 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

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

## Information Collection Notice – Liwara Catholic School, Greenwood WA

(In compliance with the Privacy Act Dec 2001)

1. The 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 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, your local diocese and the parish, 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, magazines and on our website.
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 community building and fundraising activities. Information received from you may be used to make contact with you. It may also be disclosed to organisations that assist in the School's community building and 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 advise us now.
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.