



Our Lady of Mt Carmel School Mullewa

PRIVACY POLICY/ MANAGEMENT OF CONFIDENTIAL INFORMATION POLICY

Originally released: 2000
Revised:
Due for Review: 2008

1 Your privacy is important

- 1.1 This statement outlines the policy on how Our Lady of Mt Carmel School uses and manages personal information provided to or collected by the School.
- 1.2 The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.
- 1.3 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 the CEO's operations and practices, and to ensure it remains appropriate to the ever-changing school environment.

2 What kind of personal information does Our Lady of Mt Carmel School collect and how do we collect it?

- 2.1 The type of information our School collects and holds includes personal information and sensitive information, about:
 - Students and parents/guardians before, during and after the course of a pupil's enrolment at the school.
 - Job applicants, staff members, volunteers and contractors.
 - Other people who come into contact with the school.
- 2.2 *Personal Information provided by parents/guardians as well as students:* 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 pupils provide personal information.
- 2.3 *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.
- 2.4 *Exception in relation to employee records:* Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, the Our Lady of Mt Carmel 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.

3 How will the school use the personal information provided by parents/guardians, students and others?

- 3.1 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 this primary purpose or to which you have consented.
- 3.2 The purposes for which the School uses personal information of students and parents include:
- keeping parents informed about matters related to their child’s schooling, through correspondence, fortnightly newsletters and magazines
 - day-to-day administration of the School and classlists
 - caring for students’ educational, social, spiritual and medical wellbeing
 - Public notices in the staffroom for asthma and allergy sufferers including emergency treatment
 - contact list of parent/guardian telephone numbers and emergency contact numbers in case of a medical emergency
 - seeking donations and marketing for the school
 - to satisfy the CEO’s and the School’s legal obligations and allowing the school to discharge its duty of care
 - Debt collection office when there is a failure to comply with verbal and written requests for payment of fees.
- 3.3 Where personal information is requested by the School but not obtained, the School may not therefore be in a position to enrol a student or continue the enrolment of a student.
- 3.4 *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 engage the applicant, staff member or contractor, as the case may be.
- 3.5 The purposes for which the School uses personal information of job applicants, staff members and contractors include:
- administering the individual’s employment or contract, as the case may be
 - insurance purposes
 - seeking funds and marketing for the School
 - satisfying the school’s legal obligations, for example, in relation to child protection legislation.
- 3.6 *Volunteers:* The school also obtains personal information about volunteers who assist the school in its functions and in relation to associated activities such as the Parents and Friends Association who contribute to enable the school and the volunteers to work together.
- 3.7 *Marketing and fundraising:* Our Lady of Mt Carmel 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 in which both pupils and staff thrive. Personal information held by the School may be disclosed to an organization that assists in the School’s fundraising, for example, Parents and Friends Association.

- 3.8 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.
- 3.9 *Exception in relation to related schools:* The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO to share personal (but not sensitive) information with other schools conducted by the CEO. Other CEO, schools may then only use this personal information for the purpose for which it was originally collected by the CEO. This allows schools to transfer information between them, for example, when a pupil transfers from a CEO school to another school conducted by the CEO.

4 To whom might Our Lady of Mt Carmel School disclose personal information?

- 4.1 The school 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 School, including specialist visiting teachers and sports coaches
 - recipients of school publications, like newsletters and magazines
 - parents
 - anyone who has received authorisation to have such information disclosed to them.
- The disclosure of information of any type will always be done at the discretion of the Principal and only for particular cases where it is required officially, or for safety, medical, or educational purposes of students.
- 4.2 The school will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual
 - otherwise complying with the National Privacy Principles.

5 How does Our Lady of Mt Camel treat sensitive information?

- 5.1 Sensitive information refers to information relating to a person's:
- Racial or ethnic origin
 - Political opinions
 - Religion
 - Philosophical beliefs
 - Trade union or other professional or trade association membership
 - Sexual preferences or practices
 - Criminal record
 - Health information (eg allergies, disabilities, physical and mental illnesses).

5.2 Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise or the use of disclosure of the sensitive information is allowed by law.

Types of use and reasons for disclosure may include:

- Public notices
- Release of information to Our Lady of Mt Carmel Parish for the Sacramental Program.

6 Management and security of personal information

6.1 The staff at Our Lady of Mt Carmel School respects the confidentiality of students' and parents'/guardians' personal information and the privacy of individuals.

6.2 *Computerised records:* access to computerised records is restricted through the use of passworded entry and levels of access.

6.3 *Files:* student files are housed in vertical filing cabinets in the office building. Files are locked at all times other than during normal office hours.

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

7 Updating personal information

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

7.2 The person who provided that information may update personal information held by the School at any time. This is done directly and in writing through the School's Secretary.

7.3 All personal information is deleted from the School database when that information is no longer necessary. Information will be kept until such time as a former student would have reached the age of twenty-five years. As a general rule, the seven year statutory limit applies.

8 You have the right to check what personal information the School holds about you

8.1 Under the Commonwealth Privacy Act, any person – staff, contractor, student, parent/guardian - has the right to obtain access to any personal information which the School or the CEO holds about them and to advise the School or the CEO of any perceived inaccuracy.

- 8.2 Students have access to any information the School holds about them through their parent/guardians.
- 8.3 Requests for access to all personal information held by the School is to be made in writing to the Principal. The School reserves the right to charge a fee for retrieval of such information if this involves more than standard procedure. Such a fee would cover the cost of locating, retrieving, reviewing, verifying and copying of any material requested.

9 Consent and rights of access to the personal information of pupils

- 9.1 Our Lady of Mt Carmel School respects every parents'/guardians' right to make decisions concerning their child's education.
- 9.2 As a general rule, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's parent/guardian. The school will treat consent given by parents/guardians as consent given on behalf of the student and notice to parents/guardians will act as notice given to the student.
- 9.3 Parents/guardians may seek access to personal information held by the School or the CEO about them or their child by contacting the Principal. However, there will be occasions when such information 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.
- 9.4 On the request of a student, the School may, in exceptional circumstances and at the discretion of the Principal, grant the student access to information held by the School about them independent of their parents/guardians. This would be done only after the School had assessed the relative maturity of the student and/or the student's personal circumstances so warranted.

Enquiries

The Principal should be contacted directly should there be any queries about the way in which personal information it holds is managed.