



PRIVACY POLICY

REVIEW HISTORY

Originally Written:	Reviewed by:		Revised:	Next Review:
2016	College Staff			2017

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. The Catholic school 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 is information which can identify an individual.

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

PRINCIPLES

1. St John Bosco College has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
2. St John Bosco College has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of the student.
4. Information collected will be stored appropriately within the College.

PROCEDURES

1. St John Bosco College shall have a written Privacy Policy consistent with the principles outlined above.
2. The Privacy Policy shall be publicly available to our College Community.
3. The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be used in developing College based documents in order to maintain consistency between Colleges. The manual can be accessed at:

<http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx>

4. All forms used by the College to collect personal and sensitive information shall reflect essential information required for the primary purpose of the College. The appropriate collection notice must be attached to each form.
5. Staff shall be appropriately informed in relation to the Privacy Act 1988.
6. The Principal shall ensure that all personal and sensitive information held by St John Bosco College is properly secured.
7. College based staff are entitled to view and access records on their personnel file.

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

2-D1 Dispute & Complaint Resolution

PRIVACY COLLECTION NOTICE

With the introduction of the Privacy Act (December 2001) it is important that parents are aware of the ways in which St John Bosco College may use the information we have on record. The following indicates the possible uses of this information:

1. St John Bosco College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. 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.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College 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 WA, 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 College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
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 students is regularly disclosed to their parents or guardians. On occasions, information such as student academic and sporting achievements, student activities and other College/student news is published in various media outlets such as College publications (College newsletters, College Year Book/Magazine, the College website etc), student files, newspapers, community magazines and others. This information may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement. Each year visual imagery (photographs and videos) are taken of the students which are also used in these ways.
8. Parents 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 College's duty of care to the student, or where students have provided information in confidence.
9. As you may know St John Bosco College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you.
10. If you provide the College 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 College and why the College does not usually disclose the information to third parties. Unless parents instruct us otherwise we assume permission to use the information in the ways outlined above. If you have any concerns or questions, please contact the Principal.