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SACRED HEART PRIMARY SCHOOL PRIVACY POLICY

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. Sacred Heart School has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
2. Sacred Heart School 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. A Privacy Collection Notice will be attached to all collection forms
5. Information collected will be stored appropriately within the school

Procedures

1. Sacred Heart shall have a written Privacy Policy consistent with the principles outlined above.

2. The Privacy Policy is publicly available to the school community.
3. The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, is used in developing school based documents in order to maintain consistency between schools. The manual can be accessed at:
<http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx>
4. All forms used by the school to collect personal and sensitive information reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.
5. Staff are appropriately informed in relation to the Privacy Act at various times during the academic year.
6. The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
7. School based staff are entitled to view and access records on their personnel file