

# Privacy Policy

## Gospel Values

At St John the Baptist Primary School, we strive to promote the Gospel values of: fairness, equal rights, respect for differences, dignity, responsibility, knowledge of self, others & the environment, trust, faith, hope and love.

## 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 St John's staff as to the standards to be applied in respect of handling personal information and ensuring consistency in the school's approach to privacy.

## Purpose

The purpose of this policy is to outline St John the Baptist 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)*.

St John the Baptist School will 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:

- pupils and parents and/or guardians before, during and after the course of a pupil'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

St John the Baptist School will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and pupils provide personal information.

### Personal Information provided by other people

In some circumstances, St John the Baptist 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 Act 2001 (Vic)* the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St John the Baptist 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

St John the Baptist 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.

### Pupils and Parents

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

The purposes for which St John the Baptist School uses personal information of pupils 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 pupils' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school;
- to satisfy the school's legal obligations.

In cases where the School requests personal information about a pupil or parent and the information requested is not obtained, the School may not be able to enrol or continue the enrolment of the pupil.

### **Job applicants, staff members and contractors**

In relation to personal information of job applicants, staff members and contractors, St John the Baptist 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:

- 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**

St John the Baptist School also obtains personal information about volunteers who assist the School in its functions 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 (WWCC)*.

### **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 pupils and staff thrive. Personal information held by the School may be disclosed to the Parents' and Friends' Association to assist in the School's fundraising. Names and grades of students only are to be disclosed.

Parents, staff, contractors and other members of the wider St John the Baptist 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.

### **Disclosure of personal information**

St John the Baptist School may disclose personal information, including sensitive information, held about an individual to:

- another school, to facilitate the transfer of a student;
- school service providers such as the *Catholic Education Commission of Victoria (CECV)* and Catholic Education Office's specialist visiting teachers as well as psychologists, speech therapists, sports and music coaches, etc.;
- third party service providers that provide educational support services to schools and school systems such as the *Integrated Catholic Online Network system (ICON)*;
- government departments;
- our local parish;
- medical practitioners;
- recipients of the School's publications, like newsletters and magazines;
- parents or guardians of students;
- anyone you authorise the School to disclose information to;

- anyone to whom we are required to disclose the information to by law.

### **Sending and storing information overseas**

St John the Baptist 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 pupils' and parents' personal information and the privacy of individuals.

St John the Baptist School has procedures in place 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.

### **Updating personal information**

St John the Baptist 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 the School by contacting the Administration Officer at any time.

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

### **Accessing the 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. Pupils will generally have access to their personal information through their parents, but older pupils may seek access and correction 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 the School cannot provide you with access to that information, you will be provided with written notice explaining the reasons for refusal.

### **Consent and rights of access to the personal information of pupils**

St John the Baptist 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 pupil to the pupil's parents. The School will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

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 pupil.

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

### **Enquiries and complaints**

If you would like further information about the way St John the Baptist 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 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.

### **Appendices**

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

### **Evaluation**

This policy will be reviewed as part of the school's four-year review cycle or as required.

### **Ratification**

This policy was last ratified by the St John the Baptist Primary School Staff in September 2015.

## Appendix One: STANDARD COLLECTION NOTICE

### COLLECTION NOTICE

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. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student 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 and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1998 (*Cwth*). We may ask you to provide medical reports about pupils from time to time.
5. The School may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
  - School service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
  - third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
  - another school to facilitate the transfer of a student;
  - government departments;
  - medical practitioners, and people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors;
  - anyone you authorise the School to disclose information to; and
  - anyone to whom we are required or authorised to disclose the information to by law.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in the United States, or any other country Google uses to provide these services. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.
8. Where personal information held by GAFE it will be limited and may include:
  - Name
  - Email Address
  - Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.

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

The school uses the services of a third party online provider which may be accessible by you. The school has made reasonable efforts to be satisfied about the security of any personal information stored outside Australia as not all countries are bound by laws which provide the same level of protection for personal information provided by the APPs.

Please tick the box below to confirm that you consent to this disclosure, processing and storage of your personal information.

Tick Box

10. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

11. The School's Privacy Policy is accessible via the school website, newsletter, handbook and from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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.

12. The School Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.

13. The School may engage 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.

14. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines [and on our website]. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include photographs or videos or other identifying material in our promotional material or otherwise make it available to the public such as on the internet

15. 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.

**I acknowledge receipt of this collection notice and have read and consent to these disclosures.**

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:**     /     /

## Appendix Two: EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing St John the Baptist Primary School with personal information. We can be contacted at: 172 Station Street Koo Wee Rup, 3981.  
Or on 03 5997 1653. The school email address is [principal@stjohnskwr.catholic.edu.au](mailto:principal@stjohnskwr.catholic.edu.au)
2. 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 for employment. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. St John the Baptist Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: The schools Parish Priest and the Catholic Education Office, Diocese of Sale.
5. We are required to collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also collect personal information about you in accordance with these laws. This personal information is obtained through a Working With Children Check or Criminal Record Check conducted through VIT registration.
6. St John the Baptist 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 St John the Baptist and why, that they can access that information if they wish and that St John the Baptist does not usually disclose the information to third parties.

## Appendix Three: CONTRACT / VOLUNTEER COLLECTION NOTICE

1. In applying to provide services to St John the Baptist's School, you will be providing the School with personal information. We can be contacted at: 172 Station Street, Koo Wee Rup, 3981, or on 03 5997 1653.  
The school's email address is: [principal@stjohnskwr.catholic.edu.au](mailto:principal@stjohnskwr.catholic.edu.au) .
2. 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.
3. You agree that we may store this information for the period of your association with St John the Baptist's School..
4. St John the Baptist Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.
5. 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.
6. 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.
7. St John the Baptist may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to St John the Baptist and why, that they can access that information if they wish and that St John the Baptist does not usually disclose the information to third parties.