



St Peter's Primary School
103 Wood Street, Inglewood

Policy: **THE MANAGEMENT OF
CONFIDENTIAL INFORMATION IN
SCHOOL (PRIVACY)**

Policy Area: Community

First Released:

Date for Review: 2019

This policy has been developed with reference to the
Catholic Education Policy Number 2-D8 The Management of
Confidential Information in Schools

RATIONALE

This Privacy Policy applies to St Peter's Primary School, conducted by the Catholic Education Office of the Perth Western Australia, Archdiocese. St Peter's Primary School requires information about students and their families in order to provide for the education of these students.

St Peter's requires information about students and their families in order to provide for the care and education of these students. The *Privacy Act 1988* directs the manner in which St Peter's manages the personal and sensitive information of individuals.

St Peter's Primary School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to our school's operations and practices and to make sure it remains appropriate to the changing school environment.

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 Peter's has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
2. St Peter's has a responsibility to inform individuals of the purpose collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of the student

PROCEDURES

1. What kind of personal information does a school collect and how does a school collect it?

The type of information our school collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at our school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

2. All confidential, personal and sensitive information shall be securely stored in a locked facility with appropriate access determined by the Principal.
3. When a student moves from one school to another, the content of existing records pertaining to that student shall be reviewed. Where confidential/sensitive information is included, this shall not be transferred without the written consent of the source of the information. All forms containing collection notices (identifying possible third parties) and signed by parents and/or guardians satisfy written consent. Only copies of appropriate records shall be forwarded [refer Handbook for Catholic Schools, Section 3, Administration page 3-E3].
4. When records are requested by an outside agency/consultant, before copies are forwarded to this outside agency or consultant, written consent of the author, parent and/or guardian shall be obtained.
5. Where schools are unsure of the appropriate action to be taken regarding the management of confidential, personal or sensitive information the Catholic Education Office Workforce Relations Team or Psychology Team shall be contacted for advice.
6. Personal Information you provide:
Our 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.
7. Personal Information provided by other people:
In some circumstances our 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.
8. How will St Peter's Primary School use the personal information you provide?
Our 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.
9. Pupils and Parents
In relation to personal information of pupils and parents, our school's primary purpose of collection is to enable the school to provide appropriate care and 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 our school.
The purposes for which a school uses personal information of pupils and parents include:
 - to keep parents informed about matters related to the child's schooling, through correspondence, newsletters and magazines;
 - day-to-day administration;
 - looking after pupils' educational, social, spiritual and medical well-being;
 - seeking donations and marketing for the school;
 - to satisfy the Catholic Education Office of Western Australia and the school's legal obligations and allow the school to discharge its duty of care.In some cases where our school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.
10. Exception in relation to related schools
The Privacy Act allows each school, being legally related to each of the other schools conducted by the Catholic Education Office of Western Australia to share personal (but not sensitive) information with other schools conducted by the Catholic Education Office of Western Australia. Other Catholic Education Office of Western Australia, schools may then only use this personal information for the purpose for which the Catholic Education Office of Western Australia originally collected it. This allows schools to transfer information between them, for example, when a pupil transfers from a Catholic Education Office of Western Australia school to another school conducted by the Catholic Education Office of Western Australia.

11. Who might our school disclose personal information to?

St Peter's 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 and sports coaches; and
- recipients of school publications, like newsletters and magazines;

12. How does our school treat sensitive information?

In referring to 'sensitive information', a 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.

13. Management and security of personal information:

The Catholic Education Office of Western Australia and the schools' staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

Our school has in place steps to protect the personal information the school holds from misuse, loss, unauthorized access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerized records.

14. Updating personal information:

Our 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 us by contacting the Secretary of the school at any time.

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

15. Consent and rights of access to the personal information of pupils:

The Catholic Education Office of Western Australia respects every parent's right to make decisions concerning their child's education.

Generally, our school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. We 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 the school or the Catholic Education Office of Western Australia about them or their child by contacting the School Principal. However, there will be occasions when access is denied.

Our 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.