



TOPIC	PRIVACY POLICY
DOMAIN	COMMUNITY
POLICY No.	2-D9
ORIGINALLY RELEASED	2014
DATE FOR REVIEW	2017

Our Vision

Our Lady of Lourdes Catholic Primary School seeks to offer excellence in education, enlivened by the Life and teaching of Jesus Christ in a school community where the dignity of each person is valued.

Our Mission

Our Lady of Lourdes School seeks to provide educational excellence through the integration of Faith, Life and Culture.

Our Values

BELIEF

HARMONY

RESPONSIBILITY

School Motto

'Honor Pretiosor Auro'

Honour is more precious than gold

Our motto reminds us to look to Jesus Christ, whose life and teaching inspire us to live life with honour, seeking justice for all.

1.0 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 Our Lady of Lourdes Catholic School to demonstrate this commitment in the manner in which they protect information that they hold about their school community. Our Lady of Lourdes 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.

2.0 DEFINITION

Personal Information – is information which can identify an individual.

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

3.0 SCOPE

This policy applies to all activities within the school.

4.0 PRINCIPLES

- 4.1 Our Lady of Lourdes Catholic School has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
- 4.2 Our Lady of Lourdes Catholic School has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 4.3 All information is collected for the primary purpose of the Catholic education of the student.

5.0 PROCEDURES

- 5.1 Our Lady of Lourdes Catholic School Privacy Policy is consistent with the principles outlined above.
- 5.2 The Privacy Policy is publicly available.
- 5.3 The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be 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>
- 5.4 All forms used by Our Lady of Lourdes Catholic School to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.
- 5.5 All staff shall be appropriately informed in relation to the Privacy Act 1988.
- 5.6 The Principal shall ensure that all personal and sensitive information held by Our Lady of Lourdes Catholic School is properly secured.
- 5.7 Principals should note that school based staff are entitled to view and access records on their personnel file.

- 5.8 Any concerns held by an individual regarding possible breaches of privacy rights and/or School's responsibilities in upholding the Privacy Act should be addressed to the School Principal who will investigate the matter(s). Should the individual not be satisfied with the outcome of the investigation, the School Principal will inform the individual of how to pursue the matter(s) in line with the Dispute & Complaint Resolution Policy of the Catholic Education Commission of WA. The Code of Ethical Conduct shall be referred to in addressing all matters.

6.0 RELATED DOCUMENTS

- 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 & Community Services Act 2004
- 2- D1 Dispute & Complaint Resolution Policy
- School Collection Notice



OUR LADY OF LOURDES PRIVACY COLLECTION NOTICE

1. Our Lady of Lourdes School collects personal information, including sensitive information about pupils, 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 to provide schooling to the student and to enable them to take part in all the activities of the school. Some of the information we collect is to satisfy the School's obligations, particularly to enable the School to discharge its duty of care.
2. 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.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
4. If Our Lady of Lourdes School does not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
5. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, the Catholic Education Office, 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, people providing services to Our Lady of Lourdes School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.
7. Our Lady of Lourdes School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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 School's duty of care to the pupil, or where pupils have provided information in confidence.

10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
11. As you may know the School from time to time engages 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.
12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published, in both hard and digital copy, in School newsletters and magazines and on our website.
13. We may include your contact details in a class list and School directory.
14. 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 the information to third parties.
15. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and School directory.