

St. Justin's Catholic Parish School

Privacy Policy

This Privacy Policy sets out how St Justin's Primary School manages personal information provided to or collected by it.

St Justin's Primary School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, St Justin's is also bound by the *Health Records Act 2001* (Vic.).

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

What kinds of personal information does St Justin's Primary School collect and how does St Justin's collect it?

The type of information St Justin's Primary School collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

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

Personal Information you provide: St Justin's Primary 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, emails and telephone calls. On occasions people other than Parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances St Justin's Primary 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, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to St Justin's treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between St Justin's Primary School and employee. St Justin's Primary School handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.)

How will St Justin's Primary School use the personal information

you provide?

St Justin's Primary 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 by you, or to which you have consented.

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

The purposes for which St Justin's Primary 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 of St Justin's Primary School;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for St Justin's; and
- to satisfy St Justin's legal obligations and allow St Justin's to discharge its duty of care.

In some cases where St Justin's Primary School requests personal information about a pupil or Parent, if the information requested is not provided, St Justin's Primary School may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

Job applicants and contractors: In relation to personal information of job applicants and contractors, St Justin's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which St Justin's Primary School uses personal information of job applicants and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy St Justin's legal obligations, for example, in relation to child protection legislation.

Volunteers: St Justin's Primary School also obtains personal information about volunteers who assist St Justin's in its functions or conduct associated activities, such as [alumni associations], to enable St Justin's Primary School and the volunteers to work together.

Marketing and fundraising: St Justin's Primary School treats marketing and seeking donations for the future growth and development of St Justin's as an important part of ensuring that St Justin's Primary School continues to provide a quality learning environment in which both pupils and staff thrive. Personal

information held by St Justin's Primary School may be disclosed to organisations that assist in St Justin's fundraising, for example, the School's Foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider St Justin's 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.

Who might St Justin's Primary School disclose personal information to and store your information with?

St Justin's Primary School, with your permission, may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to St Justin's Primary School, including specialist visiting teachers, counsellors and sports coaches, the Catholic Education Office Melbourne (CEOM), the Catholic Education Commission and other diocese;
- recipients of St Justin's publications, such as newsletters and magazines;
- Parents;
- anyone you authorise St Justin's Primary School to disclose information to; and
- anyone to whom we are required or authorised to disclose the information to by law.

Sending and storing information overseas: St Justin's Primary School may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, St Justin's Primary 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 or other applicable privacy legislation.

St Justin's Primary School may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

How does St Justin's Primary School treat sensitive information?

In referring to 'sensitive information', St Justin's Primary 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 orientation or practices or criminal record, that is also personal information; 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

St Justin's Primary School staff are required to respect the confidentiality of pupils' and Parents' personal information and the privacy of individuals.

St Justin's Primary School has in place steps to protect the personal information St Justin's holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively which St Justin's Primary School holds about them and to advise St Justin's of any perceived inaccuracy. Pupils will generally be able to access and update 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 or update any personal information St Justin's Primary School holds about you or your child, please contact Chris Dickinson in writing. St Justin's Primary School may require you to verify your identity and specify what information you require. St Justin's Primary 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, St Justin's will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

St Justin's Primary School respects every Parent's right to make decisions concerning their child's education.

Generally, St Justin's Primary School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's Parents. St Justin's 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.

As mentioned above, parents may seek access to personal information held by St Justin's Primary School about them or their child by contacting Chris Dickinson. 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 St Justin's duty of care to the pupil.

St Justin's Primary School may, at its discretion, on the request of a pupil grant that pupil access to information held by St Justin's Primary 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 Justin's Primary School manages the personal information it holds, or wish to complain that you believe that St Justin's Primary School has breached the Australian Privacy Principles please contact Chris Dickinson. St Justin's Primary 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.