

PRIVACY POLICY

RATIONALE:

Protecting the personal and health information of staff and students is a serious moral, professional and legal responsibility that our school recognises and accepts.

AIMS:

To collect, handle, use, store and disclose personal and health information of staff and students in a manner compliant with Privacy Legislation.

The school is bound by the Australian Privacy Principles (APP) contained in the Commonwealth *Privacy Act 1988*. In relation to health records, the School is also bound by the *Health Records Act 2001* (Vic.) and the Health Privacy Principles in that Act. The school may, from time to time, 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:

- Our school collects and holds personal information about students, parents and staff, by way of forms filled out by parents or students, face-to-face meetings, interviews, emails and telephone calls.
- The purposes for which the school uses personal information of **students and parents** includes keeping parents informed about matters related to their child's schooling, looking after students' educational, social and health needs, day-to-day administration, satisfying legal obligations, seeking feedback from students and parents on school performance and improvement, including through school improvement surveys and allowing the school to discharge its duty of care, to satisfy the School service providers' legal obligations, including the Catholic Education Commission of Victoria LTD (CECV) and the Catholic Education Offices.
- The purposes for which the school uses personal information of job applicants, **staff and contractors** includes assessing the suitability for employment, administering the individual's employment or contract, for insurance purposes, such as public liability or WorkCover, and satisfying the school's legal requirements and duty of care responsibilities.
- The school will use and disclose, for the duration the student is enrolled, personal information about a **student, parent and staff** when it is required for general administration duties and statutory functions, it relates to the purposes for which it was collected, and for a purpose that would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.
- The School may disclose personal and sensitive information for administrative, educational and support purposes (or may permit the information to be directly collected by third parties). This may include to:
 - School service providers such as the CECV, Catholic Education Offices, school governing bodies and other dioceses
 - the school parish to facilitate religious and sacramental programs, and other activities such as fundraising
 - third party service providers that provide online educational and assessment support services, services in relation to school improvement surveys, or applications (apps) Hapara, Google G-Suite, n-Forma which may include email and instant messaging
 - School systems, including the Integrated Catholic Online Network (ICON) and Google's 'G Suite' including Gmail. Limited personal information i.e. Personal Learning Plans, (PLP) may be collected and processed or stored by these providers in connection with these services
 - CECV and Catholic Education Offices to discharge its responsibilities under the *Australian Education Regulation 2013* (Regulation) and the *Australian Education Act 2013* (Cth) (AE Act) relating to students with a disability, including ongoing evaluation of funding adequacy for individual students
 - CECV to support the training of selected staff in the use of schools' systems, such as ICON
 - another school or teacher to facilitate the transfer of a student
 - Federal and State government departments and agencies acting on behalf of the government e.g. for audit purposes
 - health service providers, and people providing educational support and health services to the School, including specialist visiting teachers, sports coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the School
 - anyone you authorise the School to disclose information to; and

References: - <http://cevn.cecv.catholic.edu.au>



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- Anyone to whom the School is required or authorised to disclose the information to by law, including under child protection laws.
- A parent, student or staff member may seek access to their personal information, provided by them, that is held by the school. All requests (including requests by staff) for private and confidential information stored at school must be made to the principal or his/her delegate.
- As the school aims to keep personal information it holds accurate, complete and up-to-date, any adult may update their own personal information or the information of their child by contacting the office administration staff.
- All relevant information and records relating to students, parents or families or contractors (eg: enrolment forms, consent forms, assessments, psychological reports, academic reports etc) will all be retained in the secure compactus storage in the office.
- All requests for information (other than brief, easy to retrieve information solely about the person making the request, or standard information requests from parents about their children, or information requested by staff in the course of their work about students) will be referred to the principal either by telephone or in writing.
- Under no circumstances, will personal private information be disclosed to unauthorised people.
- The school is required by the Federal *Australian Education Regulation (2013)* and *Australian Education Act 2013 (Cth) (AE Act)* to collect and disclose certain information under the *Nationally Consistent Collection of Data (NCCD)* on students with a disability. The school provides the required information at an individual student level to the Catholic Education Offices and the CECV, as an approved authority. Approved authorities must comply with reporting, record keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
- 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 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.
- All electronic data will be maintained, stored and transmitted in accordance with Department of Education requirements and expectations. All staff and students will be provided with confidential passwords and access codes to protect their private work and information that exists on the schools various intranet, on-line, and digital storage retrieval systems.
- The School may also use cloud computing service providers to store personal information for educational and administrative purposes (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia. The School makes reasonable efforts to be satisfied about the protection of any personal information that may be collected, processed and stored outside Australia in connection with any cloud and third party services.
- When the School uses Google's G-Suite including Gmail, some personal information (usually limited to name and email address) about students, parents or guardians may be transferred, stored and processed by Google in the United States, or in any other country through which Google provides these services or where it processes and stores information. This personal information will be stored and processed by Google in accordance with Google's terms and conditions stated in the G-Suite for Education Agreement which the school entered into with Google.
- School personnel and the school's service providers, and the CECV and its 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 ICON system and ensuring its proper use.
- Any complaint about personal information or privacy will be investigated in accordance with *DEECD's Privacy Complaints Handling Policy*.

Evaluation:

To be reviewed as required by developments in legislation.

Reviewed and updated 29/04/2019

by Principal Mr Adrian Cheer