



INFANT JESUS SCHOOL Privacy Policy

Originally released: 2012
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RATIONALE

Infant Jesus School requires information about students and their families in order to provide for the education of these students.

Infant Jesus School recognises the significance of protecting the information it holds.

The Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act 1988 to direct the manner in which private sector organisations, including Catholic Schools and systems, manage the personal and sensitive information of individuals.

The purpose of the new provisions is to ensure that organisations which hold information about people handle the information responsibly. They aim to establish a nationally consistent approach to the management of personal information. The Privacy Act governs how private sector organisations handle personal and sensitive information.

DEFINITIONS

Personal Information

Information which can identify an individual.

Sensitive Information

Information about a person's religious and political beliefs, sexual preference, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal records or health information.

PRINCIPLES

1. Infant Jesus School has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act 1988.
2. Infant Jesus School has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of the students.

PROCEDURES

1. The type of information Infant Jesus School collects and holds includes personal information, including sensitive information about:
 - Students, parents/guardians and their families before, during and after the course of a student's enrolment at the school
 - Applications for employment, staff members, volunteers and contractors
 - Other people who come into contact with the school

2. Infant Jesus School will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews and telephone calls. On occasions, people, other than parents and students, provide personal information. In some circumstances, Infant Jesus School may be provided with personal information about an individual from a third party e.g. a medical report or reference from another school.
3. Infant Jesus School will use personal information it collects, including sensitive information, for the primary purpose of collection, and for such other secondary purposes which are related to this primary purpose, or for which consent has been given.
4. In relation to personal information of pupils and parents/guardians, a school's primary purpose is to enable the school to provide schooling for the pupil. This includes satisfying both the needs of the pupil and the needs of the parents/guardians throughout the whole period the pupil is enrolled at Infant Jesus School.
5. The purposes for which Infant Jesus School uses personal information of students and parents/guardians include:
 - keeping parents/guardians informed about matters related to their child's schooling, through correspondence, newsletters, Infant Jesus School web page
 - general day-to-day administration of the school
 - caring for students' spiritual, educational, social and medical well-being
 - seeking donations and marketing for the school
 - satisfying the Catholic Education Office of Western Australia and the school's legal obligations and allowing the school to discharge its duty of care.
6. In some cases where a school requests personal information about a pupil or parent / guardian, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the pupil.
7. In relation to personal information of Employment applications, staff members and contractors, Infant Jesus School purpose of collection is to assess, and if successful, engage the applicant, staff member or contractor, as the case may be.
8. The purposes for which Infant Jesus School uses personal information of employment applicants, staff members and contractors include:
 - Administering the individual's employment or contract as the case may be
 - Insurance
 - Satisfying the Catholic Education Office of Western Australia and the school's legal obligations, e.g. in relation to child protection legislation.
9. Infant Jesus School also obtains personal information about volunteers who assist the school in its functions or conduct associated activities to enable the school and the volunteers to work together.
10. Infant Jesus School treats 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 an organization that assists in the school's fundraising, for example, the Parent Representative Council.
11. Parents, staff, contractors and other members of the wider school 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.
12. The Privacy Act allows each school, being legally related to each of the other schools conducted by the CEO of WA to share personal (but not sensitive) information with other schools conducted by the CEO of WA. Other schools may then only use this personal information for the purpose for which it was originally collected by the CEO of WA. This allows schools to transfer information between them, for example, when a pupil transfers from a CEO of WA school to another school conducted by the CEO of WA.
13. Infant Jesus School may disclose personal information, including sensitive information, held about an individual to:
 - Catholic Education Office
 - Government Departments
 - Anyone who has received authorization to have such information disclosed to them

14. Infant Jesus 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 National Privacy Principles.
15. Infant Jesus School staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.
16. Infant Jesus 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 Infant Jesus School by contacting Administration at any time.
17. Personal information will not be stored longer than necessary.
18. Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Infant Jesus School or the CEO of WA holds about them and to advise the CEO of WA or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.
19. To make a request to access any information Infant Jesus School or the CEO of WA holds about you or your child, please contact the school's Principal in writing.
20. Infant Jesus School may require verification of identity and specifics of information required. A fee may be charged to cover the cost of verifying the 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.
21. Generally, Infant Jesus School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. Infant Jesus 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.
22. Parents may seek access to personal information held by Infant Jesus School or the CEO of WA 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.
23. Infant Jesus School, at the Principal's discretion, and at the request of a pupil may 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.
24. At Infant Jesus School
 - access to computerised records is restricted through the use of a password entry and levels of access.
 - student files are housed in secure cabinets in the Principal's Office
 - internal modifications may not be made to personal information held either in computerised records or in the hard copy files unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

Enquires: All enquiries regarding the Privacy Policy of Infant Jesus School and its management of personal information should be directed to the Principal.