



# ST PIUS X CATHOLIC PRIMARY SCHOOL PRIVACY POLICY

Originally Released 2003  
Revised 2007  
Revised 2014  
Due for Review 2017

## 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 schools to demonstrate this commitment in the manner in which they protect information that they hold about their school community.

St Pius X Catholic Primary School requires information about students and their families in order to provide for the education of these students.

It is important for our school to recognise the significance of protecting the information we hold.

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

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

## DEFINITIONS

**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.

## PRINCIPLES

1. St Pius X School has a responsibility to use and manage personal and sensitive information collected by us in accordance with the Privacy Act.
2. St Pius X 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 student.

## PROCEDURES

1. The Privacy Policy shall be publicly available.

2. 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.
3. All forms used by a 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.
4. All staff shall be appropriately informed in relation to the Privacy Act 1988.
5. The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
6. Principals should note that school based staff are entitled to view and access records on their personnel file.

### **References**

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 and community Services Act 2004

2-D1 Dispute & Complaint Resolution