GUIDELINES
Privacy

Rationale
This policy is in keeping with all schools administered by the Archdiocese of Brisbane - Catholic Education and the Brisbane Catholic Education Centre. In accordance with the Privacy Act 1988 (Cth), St Joseph’s Primary School has adopted and is bound by the ten (10) National Privacy Principles established by the Federal Privacy Commission and set out in the Act - see www.privacy.gov.au.

Objectives
St Joseph’s Primary School considers all personal, sensitive and health information of parents/guardians, students and employees (considered Brisbane Catholic Education’s “consumers” under the Act) to be private and only uses information collected and recorded to fulfil the educational mission of the school within the Catholic Archdiocese of Brisbane.

Implementation
Initially, information about students / families is collected via the school’s enrolment process. On the enrolment form, a Collection Notice (see end of Policy) details the information collected, the purpose of the collection, the disclosure of information and the school’s privacy position.

In doing so, the school is abiding by the National Privacy Principles to:
- collect personal, sensitive and health information by fair, lawful and non-intrusive means;
- only use information collected for the provision of quality Catholic schooling. In addition, information may be collected and recorded to satisfy Brisbane Catholic Education’s legal obligations;
- not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer’s specific consent or unless required to do so by law. Brisbane Catholic Education may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties;
- disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within Brisbane Catholic Education, systemic schools within the Archdiocese of Brisbane, parish authorities, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers;
- take reasonable steps to ensure information collected is accurate, complete and up-to-date; take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure.
If a consumer believes that any of the personal, sensitive or health information held by the school regarding them is inaccurate, incomplete or out of date, they have the right, in accordance with the provisions of the Act, to make any updates or corrections.

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with individual School Principals. Alternatively, if an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to the Executive Director, Catholic Education Archdiocese of Brisbane.

References
St Joseph’s Primary School - Vision Statement  
- Enrolment Form
Brisbane Catholic Education - Privacy Statement (www.bne.catholic.edu.au/asp/index)
Australian Privacy Principles - www.privacy.gov.au

Appendix - from St Joseph’s Enrolment Form

COLLECTION NOTICE

Information we collect: Brisbane Catholic Education collects and records personal information, including sensitive information about students and parents or guardians, before and during the course of a student’s enrolment at our school. Laws governing or relating to the operation of schools require that certain information is collected. These may include Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act (1988).

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the school’s legal obligations, particularly to enable the school to discharge its duty of care to students and parents/guardians. This information may also be used for appropriate parish purposes.

Disclosure of information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Brisbane Catholic Education Office, other Brisbane Catholic Education schools, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on our website. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students 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 student, or where students have provided information in confidence.

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. We may include your contact details in a class list and school directory.

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 all Brisbane Catholic Education schools and why. They should also be informed that they can access that information if they wish and that the school does not usually disclose the information to third parties.

Our privacy position: Brisbane Catholic Education is bound by the Privacy Act (1988), and has adopted the ten (10) National Privacy Principles. A privacy statement detailing Brisbane Catholic Education’s practices and procedures for the use and management of the personal, sensitive and health information it collects and records can be accessed on our website www.stjosephsnambour.qld.edu.au or the Brisbane Catholic Education website, www.bne.catholic.edu.au. Alternatively a hard copy of the statement may be provided on request.

Information required: If we do not obtain the personal, sensitive or health information referred to above, we may not be able to enrol or continue to enrol your student.

By completing and submitting this application for enrolment form you have confirmed your understanding of, and agree-