



# Privacy Policy

## Rationale

The St John the Apostle Privacy Policy enables the school to meet its obligations under the Privacy Legislation that came into effect on 21<sup>st</sup> December 2001. In adopting this policy the school recognises and respects the rights of parents to keep information private.

## Agreed Practice

The Privacy policy states:

- St John the Apostle Primary School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at St John the Apostle Primary School. The primary purpose of collecting this information is to enable schooling to be provided for all students.
- Some of the information collected is to satisfy legal obligations, particularly to enable discharge of our duty of care.
- Laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.
- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The school requires medical reports about students from time to time.
- From time to time personal and sensitive information is disclosed to others for administrative and educational purposes. This includes disclosure to government departments, Catholic Education Offices and schools, the Catholic Education Commission, the local Archdiocese and parish, medical practitioners, CatholicCare and people providing services to the School, including specialist visiting teachers, coaches and volunteers.
- If the information referred to above is not disclosed, enrolment or continued enrolment of students may not be able to continue.
- Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in St John the Apostle Primary School Newsletter and Archdiocesan newspapers.
- Parents may seek access to personal information collected about themselves and their child by contacting the school. Students may also

seek access to personal information about themselves. 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 St John the Apostle Primary School's duty of care to the student, or where pupils have provided information in confidence.

- Catholic Schools within the Archdiocese engage in fundraising activities. Information received may be used to make contact with parents. It may also be disclosed to organisations that assist in the School's and the Archdiocese's fundraising activities. The school will not disclose personal information to third parties for their own marketing purposes without parent's consent.
- The school may include contact details in St John the Apostle Primary School's contact list and directories. Parents must inform school if they do not wish their contact information listed.
- Personal information of others, such as doctors or emergency contacts, should only be disclosed with permission.

## Resources

- CEO Privacy Policy  
<http://ceo.cg.catholic.edu.au/policies/privacy.htm>
- National Privacy Principals  
<http://www.privacy.gov.au/materials/types/infosheets/view/6583>
- The Privacy Act  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/pa1988108/](http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/)

## Related Policies / Agreed Practices

Communication Policy  
Enrolment Policy

## Review

The St John the Before and After School Care Policy is reviewed at least once each five years in line with current Registration practices. It may also be reviewed more often according to the need and educational trends.

<b>Reviewed by:</b>	Matthew Egan-Richards
<b>Revision date:</b>	7/5/2015
<b>Approved by:</b>	School Executive
<b>Implementation date:</b>	2015