



## **POLICY: PRIVACY and COLLECTION NOTICE**

### **Vision Statement**

St. Joseph's Catholic Primary School is a Christ-centred community, within the Bunbury Parish, which aspires to educate and develop the whole child in a caring, Catholic environment, recognising and respecting the uniqueness, dignity and the rights of others.

1. St Joseph's Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the St Joseph's to provide schooling to the student and to enable them to take part in all the activities of St Joseph's School. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

2. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection laws, including The Children and Community Services Act 2004.

3. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.

4. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies, statutory boards, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish and/or schools within other Catholic Dioceses. Information is also disclosed to government authorities such as Schools Curriculum and Standards Authority the Australian Curriculum, Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the School, including specialist visiting teachers, [sports] coaches, volunteers and counsellors.

6. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian

Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.

7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

8. Personal information collected from pupils is regularly disclosed to their parents or guardians.

9. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils 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 pupil, or where pupils have provided information in confidence.

10. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.

11. St Joseph's 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 St Joseph'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.

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

14. If you provide St Joseph's 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 the School and why, that they can access that information if they wish and that St Joseph's does not usually disclose the information to third parties.

15. On occasions information such as academic and sporting achievements, student activities and similar news is published in St Joseph's newsletters and magazines and on our website. Photographs in both hard and digital copy, of student activities such as sporting events, school camps and school excursions may be taken for publication in St Joseph's newsletters and magazines and on our intranet. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and School directory.

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