



TOPIC	PRIVACY POLICY
DOMAIN	COMMUNITY
POLICY No.	2-D9
ORIGINALLY RELEASED	2014
REVIEWED	2019

Our Vision

Our Lady of Lourdes Catholic Primary School seeks to offer excellence in education, enlivened by the Life and teaching of Jesus Christ in a school community where the dignity of each person is valued.

Our Mission

Our Lady of Lourdes School seeks to provide educational excellence through the integration of Faith, Life and Culture.

Our Values

BELIEF

HARMONY

RESPONSIBILITY

School Motto

'Honor Pretiosor Auro'

Honour is more precious than gold

Our motto reminds us to look to Jesus Christ, whose life and teaching inspire us to live life with honour, seeking justice for all.

1.0 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 Our Lady of Lourdes Catholic School to demonstrate this commitment in the manner in which they protect information that they hold about their school community. Our Lady of Lourdes Catholic School requires information about students and their families in order to provide for the education of these students.

The Privacy Act 1988 directs the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the legislation is to ensure that organisations, which hold information about individuals, handle that information responsibly. It aims to establish a nationally consistent approach to the management of personal information.

2.0 DEFINITION

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.

3.0 SCOPE

This policy applies to all activities within the school.

4.0 PRINCIPLES

- 4.1 Our Lady of Lourdes Catholic School has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
- 4.2 Our Lady of Lourdes Catholic School has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
- 4.3 All information is collected for the primary purpose of the Catholic education of the student.

5.0 PROCEDURES

- 5.1 Our Lady of Lourdes Catholic School Privacy Policy is consistent with the principles outlined above.
- 5.2 The Privacy Policy is publicly available.
- 5.3 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. The manual can be accessed at:
<http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx>
- 5.4 All forms used by Our Lady of Lourdes Catholic 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.
- 5.5 All staff shall be appropriately informed in relation to the Privacy Act 1988.
- 5.6 The Principal shall ensure that all personal and sensitive information held by Our Lady of Lourdes Catholic School is properly secured.
- 5.7 Principals should note that school based staff are entitled to view and access records on their personnel file.
- 5.8 Any concerns held by an individual regarding possible breaches of privacy rights and/or School’s responsibilities in upholding the Privacy Act should be addressed to the School Principal who will investigate the matter(s). Should the individual not be satisfied with the outcome of the investigation, the School Principal will inform the individual of how to pursue the matter(s) in line with the Dispute & Complaint Resolution Policy of the Catholic Education Commission of WA. The Code of Ethical Conduct shall be referred to in addressing all matters.

6.0 RELATED DOCUMENTS

- 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 & Community Services Act 2004
- 2- D1 Dispute & Complaint Resolution Policy
- School Collection Notice



OUR LADY OF LOURDES PRIVACY COLLECTION NOTICE

1. Our Lady of Lourdes School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. As the School is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for the School and CEWA to support and administer students' safe participation in the educational programme of the school according to law, which will enable students to participate in School and CEWA activities.
2. Some of the information we collect is to satisfy the School and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal governments.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We ask you to provide medical reports about students from time to time.
5. Our Lady of Lourdes School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - other schools and teachers at those schools;
 - government departments;
 - the Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities
 - medical practitioners;
 - people providing educational, support and health services to the School and CEWA, including specialist visiting teachers, sport coaches, volunteers, counsellors and providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
 - people providing administrative and financial services to the School and CEWA;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School or CEWA is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Our Lady of Lourdes School or CEWA may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the School or CEWA's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. Our Lady of Lourdes Privacy Policy, accessible on the School's website, sets out how parents or students may seek access to and correction of their personal information, which the School has collected and holds on behalf of CEWA. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons if appropriate.
9. Our Lady of Lourdes Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The School may engage 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.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in School and CEWA newsletters and magazines, on our intranet and on CEWA's website or ours. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions [annually] from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students and students' parents' contact details in a class list and School directory.
13. If you provide the School or CEWA 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.