



Privacy Policy

2006

(Replaces 2001 Version)

"An organisation must set out in a document clearly expressed policies on its management of personal information. The organisation must make the document available to anyone who asks for it. On request by a person, an organisation must take reasonable steps to let the person know, generally, what sort of personal information it holds, for what purposes, and how it collects, holds, uses and discloses that information." Commonwealth Privacy Act 1988, Schedule 3—National Privacy Principles, Clause 5: Openness.

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1. PREAMBLE

- 1.1. An individual's privacy is important.
- 1.2. This Privacy Policy applies to the South Australian Commission for Catholic Schools Inc ('SACCS').
- 1.3. This Privacy Policy outlines how SACCS uses and manages personal information provided to or collected by it. SACCS is bound by the National Privacy Principles contained in the Commonwealth *Privacy Act 1988 (and its amendments which came into effect on 21 December 2001)*.
- 1.4. SACCS may, from time to time, review and update this Privacy Policy to take account of new laws and technologies, changes to its operations and practices and to make sure the policy remains appropriate to the changing education environment and adheres to relevant legislation.
- 1.5. This policy draws on the information contained within the National Catholic Education Commission and National Council of Independent Schools' Associations Privacy Compliance manual. This manual provides assistance and guidance to non-government schools in relation to the requirements they must observe in relation to the preservation of an individual's privacy.
- 1.6. SACCS is committed through its policies and procedures to the development and maintenance of a best practice Occupational Health, Safety and Welfare OHS&W culture.
- 1.7. The material contained within this policy helps shape and inform all SACCS documents.

2. WHAT KIND OF PERSONAL INFORMATION DOES SACCS COLLECT AND HOW DOES IT COLLECT IT?

- 2.1. The type of information SACCS collects and holds includes (but is not limited to) personal information, including sensitive information, about
 - 2.1.1. students and their parents and/or guardians ('Parents') before, during and after the course of a student's enrolment at a School
 - 2.1.2. job applicants, staff members, volunteers and contractors and
 - 2.1.3. other people who come into contact with SACCS.
- 2.2. Personal Information provided by an individual

SACCS will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, and telephone calls. SACCS also collects information through data transfers from schools.

2.3. Personal Information provided by other people

In some circumstances SACCS may be provided with personal information about an individual from a third party, for example, a report provided by a medical professional or a reference from another school.

2.4. Exception in relation to employee records

This Privacy Policy does not apply, and the National Privacy Principles do not bind SACCS, in relation to SACCS' treatment of an employee record, where the treatment is directly related to the current or former employment relationship between SACCS and employee.

3. HOW WILL SACCS USE THE PERSONAL INFORMATION AN INDIVIDUAL PROVIDES?

3.1. SACCS will use personal information it collects from an individual for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which an individual has consented.

3.2. Students and parents

3.2.1. For personal information about students and parents, SACCS' primary purpose of collection is to enable SACCS to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at a school.

3.2.2. The purposes for which SACCS uses personal information of students and Parents include:

- to publicise school activities and events in its correspondence, newsletters and magazines
- to look after students' educational, social, spiritual and medical well-being
- to meet SACCS' reporting, planning, contract and funding responsibilities on behalf of Schools
- to satisfy SACCS' legal obligations and allow SACCS to discharge its duty of care.

3.2.3. In some cases where SACCS requests personal information about a student, parent or volunteer, if the information requested is not obtained, SACCS may not be able to meet its legal obligations or to enable a quality learning environment for students.

3.3. Job applicants, volunteers, staff members and contractors

3.3.1. For personal information about job applicants, volunteers, staff members and contractors, SACCS' primary purpose of collection is to

assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

3.3.2. The purposes for which SACCS uses personal information of job applicants, volunteers, staff members and contractors include:

- to administer the individual's employment or contract (as the case may be)
- for insurance purposes
- to contribute to aggregated data that SACCS uses to meet its reporting, planning, contract and funding responsibilities
- to enable SACCS to maintain necessary staff information for entitlements including long service leave, maternity leave, Workcover and other necessary industrial or employment purposes, and for accreditation and funding purposes
- to satisfy SACCS' legal obligations (for example, in relation to child protection legislation).

3.4. Marketing and fundraising

SACCS treats marketing for the future growth and development of SACCS as an important part of ensuring that SACCS continues to enable a quality learning environment in schools in which both students and staff thrive. Personal information of students, with consent, may be used for marketing purposes.

4. TO WHOM MIGHT SACCS DISCLOSE PERSONAL INFORMATION?

4.1. SACCS may disclose personal information (including sensitive information) held about an individual only to those with a right to know. For example:

- a School operated by the Catholic Church Endowment Society/Catholic Education Office
- a school within the Diocese of Port Pirie
- a Catholic Education Office in South Australia
- a Congregational School
- Catholic Church Insurances
- government departments
- the local parish
- recipients of SACCS publications, like newsletters and magazines
- parents and

- anyone to whom the individual authorises SACCS to disclose information.
- 4.2. Sometimes SACCS may ask individuals to consent to some disclosures or uses of personal information for certain purposes, either in writing or verbally. In other cases, consent may be implied.
- 4.3. Sending information overseas:
- SACCS will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual (in some cases this consent will be implied) and/or
 - otherwise complying with the National Privacy Principles.

5. HOW WILL SENSITIVE INFORMATION BE TREATED?

- 5.1. 'Sensitive information' means information relating to a person's racial or ethnic origin, political opinions, religion, trade unions or other professional or trade association membership, sexual preferences or criminal record, that is also personal information, and health information about an individual.
- 5.2. Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the individual agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

6. MANAGEMENT AND SECURITY OF PERSONAL INFORMATION

- 6.1. SACCS' staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.
- 6.2. SACCS has in place steps to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass-worded access rights to computerised records.

7. UPDATING PERSONAL INFORMATION

- 7.1. SACCS endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to access and update their personal information held by contacting the Executive Officer at any time. The National Privacy Principles require SACCS not to store personal information longer than necessary.

8. INDIVIDUALS HAVE THE RIGHT TO CHECK WHAT PERSONAL INFORMATION SACCS HOLDS ABOUT THEM

- 8.1. Under the *Privacy Act 1988*, individuals may seek access to any personal information that SACCS holds about them and to advise of any perceived inaccuracy. There are some exceptions to this right set out in the *Privacy Act 1988*. Students will generally have access to their personal information through their Parents.
- 8.2. For individuals to make a request to access any information SACCS holds about them, they should contact the Executive Officer in writing.
- 8.3. SACCS may require individuals to verify their identity and specify what information they require. A fee may be charged to cover the cost of verifying the individual's application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the individual will be advised of the likely cost in advance.

9. CONSENT AND RIGHTS OF ACCESS TO THE PERSONAL INFORMATION OF STUDENTS

- 9.1. SACCS respects every Parent's right to make decisions concerning their child's education. Generally, SACCS will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. SACCS will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.
- 9.2. Parents may seek access to personal information held by SACCS about them or their child by contacting the Executive Officer. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of SACCS' duty of care to the student.
- 9.3. SACCS may, at its discretion, on the request of a student grant that student access to information held by SACCS about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the student involved had reached 18 years of age, but SACCS could do so in other circumstances when the maturity of the student and/or the student's personal circumstances so warranted.

10. INDIVIDUALS MAY SEEK ACCESS TO THE PERSONAL INFORMATION SACCS HOLDS ABOUT THEM

- 10.1 Under the *Privacy Act 1988*, an individual may seek access to personal information which SACCS holds about them. There are some exceptions to this set out in the Act. Students will generally have access to their personal information through their parents, but students who have reached 18 years of age may seek access themselves.
- 10.2 For individuals to make a request to access any information SACCS holds about them, they should contact the Executive Officer in writing.
- 10.3 SACCS may require individuals to verify their identity and specify what information they require. SACCS may charge a fee for access and will advise the likely cost in advance.

11. ENQUIRIES

If you would like further information about the way SACCS manages the personal information it holds, please contact the Executive Officer (Ph 08 8301 6600).

12. LINKS

- 12.1. Commonwealth *Privacy Act 1988*.
http://www.privacy.gov.au/publications/privacy88_030504.doc
- 12.2. National Education Commission and National Council of Independent Schools' Associations Privacy Compliance Manual.
http://www.cecnsw.catholic.edu.au/PRIVACY_MANUAL_JULY_04.pdf
- 12.3. Office of the Federal Privacy Commissioner <http://www.privacy.gov.au/>
- 12.4. Privacy Policy templates for schools, privacy information for enrolments, employees and volunteers, handling complaints, consent for photographs at
<http://online.cesnet.adl.catholic.edu.au/docushare/dsweb/View/Collection-517> or
[Home](#) ➤ [CESA Services](#) ➤ [Industrial and Personnel Information](#) ➤ [Privacy](#)

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