



# St Joseph's School

## POLICY ON PRIVACY

Revised: 2012  
Due for review: 2015

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### RATIONALE

St Joseph's requires information about students and their families in order to provide for the education of these students.

It is important for St Josephs to recognise the significance of protecting the information it holds. The *Privacy Amendment (Private Sector) Act 2000* amends the *Privacy Act 1988* to direct the manner in which private sector organisations, including St Josephs, manage the personal and sensitive information of individuals.

The purpose of the new provisions is to ensure that St Josephs which holds information about people handle that information responsibly. They aim to establish a nationally consistent approach to the management of personal information.

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### DEFINITIONS

Privacy Act (1988) includes the Privacy Amendment (Private sector) Act 2000.

Personal Information - is information that 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 records or health information.

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### PRINCIPLES

1. St Joseph's has a responsibility to use and manage personal and sensitive information collected in accordance with the Privacy Act 1988
2. St Joseph's has a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of students.

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### PROCEDURES

1. The Privacy policy shall be publicly available.
2. The Privacy Compliance Manual, prepared for CECWA through the National Education Commission, shall be used in developing school based documents in order to maintain consistency between schools. Many of these documents are already developed by the Catholic Education Office, e.g. Enrolment Form 1. Careful consideration is to be given to any changes made.
3. All forms used by the 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.
4. All staff shall be appropriately informed in relation to the Privacy Act.
5. The Principal shall ensure that all personal and sensitive information held at St Joseph's is properly secured.