

2.12 John Pujajangka-Piyirn School Privacy Policy

Rationale

John Pujajangka-Piyirn School requires information about students and their families in order to provide for the education of these students. It is important for us to recognise the significance of protecting the information we hold.

The *Privacy Amendment (Private Sector) Act 2000* amends the *Privacy Act 1988* to direct the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals. The purpose of the new provisions is to ensure that organisations, which hold information about people, handle that information responsibly. They aim to establish a nationally consistent approach to the management of personal information. The Privacy Act governs how private sector organisations handle personal and sensitive information.

Our approach to pastoral care and evangelisation means that we need to always maintain a respectful and caring attitude to each other which includes practices such as respecting other people's privacy and using information only for the purpose it was given. In this community where the sharing of information is an ongoing practice it is important that we maintain these standards for everyone who is part of our community.

We must be vigilant to ensure the purpose of information gathering is communicated to all members of our community in an appropriate way.

Definitions

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

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.

Principles

1. John Pujajangka-Piyirn School have a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act.
2. John Pujajangka-Piyirn School have 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 the student.



Procedures

1. The Privacy Policy shall be publicly available as requested.
2. Our privacy policy should always be consistent with CECWA privacy policies
4. An appropriate collection notice must be given and explained to parents when collecting sensitive information.
5. All staff shall be appropriately informed in relation to the Privacy Act.
6. The Principal shall ensure that all personal and sensitive information is held by the school for the legislated period and is properly secured. Once this period ends documents are disposed of appropriately. Lockable filing cabinets should be available for each classroom, the principal's office and a separate room with limited access is located in the school for all confidential documents.

Year policy created : 2005

Review of policy : 2008

