



St Saviour's Primary School Privacy Policy

(June 2014)

VISION STATEMENT

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

RATIONALE

St Saviour's Primary School is bound by the privacy provisions in the *Privacy Act 1988* (Cth) (the Privacy Act) affecting private sector organisations which came into effect on 1 July 2013. This act requires St Saviour's Primary School to respect the privacy of individuals and the confidentiality of each and every member of our school community.

VALUES

This Privacy Policy ensures that the values of commitment, compassion, quality and service are reflected in the way information is collected, secured and communicated.

POLICY STATEMENT

St Saviour's Primary School keeps personal health and sensitive information as Private and Confidential.

The School collects and holds Private and Confidential information from:

- students and/or parents¹ before, during and after a student's enrolment
- job applicants, staff members, volunteers and contractors
- other people who come into contact with the School

St Saviour's Primary School, while considering all personal, sensitive and health information to be Private and Confidential, will only use information received to fulfil the purpose for which it has been collected.

DESIRABLE CONSEQUENCES

St Saviour's Primary School has appropriate practices in place to protect Private and Confidential information from misuse, loss, unauthorised access, modification or disclosure. St Saviour's Primary School will destroy Private and Confidential information if no longer required.

School Responsibility to Students and Parents

St Saviour's Primary School will collect and use Private and Confidential information for the purpose disclosed at the time of collection.

The school will not use Private and Confidential information for any other purpose without first seeking the consent of the parent unless authorised or required by law.

Accessing Personal Information

Access to information may be restricted according to the requirements of laws that cover the management of school records.

A parent or staff member may seek access to their personal information, provided by them, that is held by the School.

Updating Personal Information

St Saviour's Primary School updates Private and Confidential information to ensure accuracy.

A parent or staff member may update their Private and Confidential information by contacting the Principal and/or Office.

DEFINITIONS:

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

SUPPORT DOCUMENTS:

<http://www.oaic.gov.au/privacy/privacy-act/the-privacy-act>

www.qcec.catholic.edu.au

REVIEW HISTORY:

Date	Event	Changes / Comments
Pre 2005	Rev00	Initial Publication of Policy
11/2011	Rev01	Significant Review
03/2014	Rev02	General update – new legislation released March 2014
06/2014	Rev03	Minor formatting changes

TO BE REVIEWED: 2015