



Privacy Policy

Holy Saviour School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act, 2000. The school recognises and accepts the need for privacy when personal information is provided or collected.

How does the school treat sensitive information?

Sensitive information includes information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association memberships, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

What kind of personal information does the school collect?

The type of information collected and held includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school

Personal information you provide

The school will generally collect personal information held about an individual by way of: forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasion, people other than parents and pupils may provide personal information.

Personal information provided by other people

In some circumstances the school 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.

Exception in relation to employee records

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and an employee.

How will we use the personal information you provide?

➤ Student information

The school's primary purpose of collection is to enable it to provide schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the school.

The purposes for which the school uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after pupils' educational, social, spiritual and medical wellbeing;

- marketing for the school;
- to satisfy legal obligations and allow the school to discharge its duty of care

➤ **Job applicants, staff members and contractors**

In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- to satisfy legal obligations, for example, in relation to child protection legislation

➤ **Volunteers**

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as the Parents and Friends Associations, to enable the school and the volunteers to work together.

Who might the school disclose personal information to?

The school may disclose personal information, including sensitive information, held about an individual (student / family) to:

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| • another school | • recipients of school publications, like newsletters and magazines; |
| • government departments; | • parents; and |
| • local parish; | • anyone you authorise the school to disclose information to |
| • medical practitioners; | |
| • people providing services to the school, including specialist visiting teachers and sports coaches; | |

Management and security of personal information

The school's staff is required to respect the confidentiality of pupils' and parents' personal information and privacy. The school has steps in place to protect the personal information held from misuse, loss, unauthorised access, modification or disclosure. Methods include locked storage of paper records and password access rights to computerised records.

Do you have the right to check what personal information the school holds about you?

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the school holds. There are some exceptions to this right set out in the Act.

Pupils will generally have access to their personal information through their parents.

To make a request to access any information about you or your child, the Principal should be contacted in writing. However, there will be occasions when access is denied. Such occasions would include:

- release of the information would have an unreasonable impact on the privacy of others, or
- release may result in a breach of the school's duty of care to the pupil

This School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.