



St Brigid's School Kilburn

Privacy

Policy

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1 Purpose

St Brigid's School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. This Policy sets out the school's expectations with regard to compliance with this Act.

2 Scope

This policy applies to St Brigid's school.

3 Policy

It is the policy of St Brigid's School that:

1. The school comply with the provisions of the Commonwealth Privacy Act (as amended)
2. The school has a publicly available Privacy Statement which provides information and details to students, parents, employees, contractors and volunteers regarding:
 - the personal information it collects and how it is collected
 - how it uses the personal information provided by others
 - to whom and in what circumstances it discloses personal information
 - how it stores personal information
 - how it manages and treats sensitive information
 - how students, Parents, employees, contractors and volunteers may correct the personal information held about them
 - how it manages consent and access to personal information of students
 - how enquiries and complaints are managed
 - what exemptions apply with regard to any of the above

4 Definitions

Staff means staff employed by St Brigid's School. Parents means parents and/or guardians.

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

Sensitive information is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

5 Responsibility for Implementation, Monitoring and

Continual Improvement

Responsibility for implementation, monitoring and review of the policy is vested at the level appropriate to the following roles:

Principal

School Board

6 Supporting Procedures or Policy Support Documents

This Policy is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support document. All Staff are required to comply with the provisions of any such documents, including the following:

- SACCS Privacy Procedure
- Catholic Education Office Privacy Policy
- Catholic Schools and Catholic Education Office (Diocese of Adelaide) Privacy Statement
- St Brigid's Privacy Statement

7 Resources

Privacy Amendment (Enhancing Privacy Protection) Bill 2012

<https://www.legislation.gov.au/Details/C2012A00197>
www.comlaw.gov.au/privacy_amendments

National Catholic Education Commission and National Council of Independent Schools' Association Privacy Compliance Manual April 2014
<http://isca.edu.au/information-for-schools/>

Privacy Collection – privacy policy, statements and collection notice templates for schools, privacy information for enrolments, employees, volunteers, contractors, etc

CESA privacy collection

<https://online.cesa.catholic.edu.au/docushare/dsweb/View/Collection-6170>

Office of the Federal Privacy Commissioner

www.privacy.gov.au

8 Revision Record

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Contact	Trish O'Toole ☎ 82623812 Email: principal@stb.catholic.edu.au
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