

Privacy Policy

Originally released 2001
Revised 2004
Due for Review 2008

RATIONALE

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

It is important for schools to recognise the significance of protecting the information they 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.

DEFINITION

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. St Joseph's College has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act.
2. St Joseph's College 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 the student.

PROCEDURES

1. The College Privacy Policy shall be on our website.
 2. The College will collect only the information that is essential for providing and education for our students. The Collection Notice will be attached to the Enrolment Forms.
 4. Staff shall be appropriately informed in relation to the Privacy Act.
 5. The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
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<p style="text-align: center;">ST JOSEPH'S COLLEGE, ALBANY COLLECTION NOTICE</p>

1. St Joseph's College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at St Joseph's College. The primary purpose of collecting this information is to enable St Joseph's College to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy St Joseph's College's legal obligations, particularly to enable St Joseph's College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time. On occasions Health Information may be disclosed to staff to enable the College to discharge its Duty of Care.
5. St Joseph's College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to St Joseph's College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters, magazines, on our website and in the media. Photographs of students may be displayed in student portfolios, around the College or in the Parish.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting St Joseph's College. Pupils may also seek access to personal information about them, but generally access is provided through parents or guardians. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of St Joseph's College's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know St Joseph's College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you.
10. We may include your contact details in a class list and School Directory.
11. If you provide St Joseph's College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to St Joseph's College and why, that they can access that information if they wish and that St Joseph's College does not usually disclose the information to third parties.

Unless parents instruct us otherwise we assume permission to use the information in the ways outlined above. If you have any concerns or questions please contact either the Principal or the Business Manager

<p style="text-align: center;">ST JOSEPH'S COLLEGE, ALBANY EMPLOYMENT COLLECTION NOTICE</p>

1. In applying for this position you will be providing St Joseph's College with personal information. We can be contacted at
St Joseph's College
Martin Rd
Albany WA 6330
Phone : (08) 98440222 Fax: (08) 98440223 email: admin@sjc-albany.wa.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. We may seek information from your previous employers with regard to your application. If you do not consent for us to contact previous employers, you need to advise us of this. However, this may prejudice your application.
4. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations – Catholic Education Office.
5. You agree that we may store this information for up to 12 months.
6. Once a position for employment has been filled, all information relating to unsuccessful applicants will be destroyed.
7. You will be required to provide a Federal Police Clearance to complete forms for and a national check of Employment Status.
8. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to St Joseph's College and why, that they can access that information if they wish, that St Joseph's College does not usually disclose the information to third parties and that we may store their information for up to twelve months.

ST JOSEPH'S COLLEGE, ALBANY
CONTRACTOR / VOLUNTEER COLLECTION NOTICE

1. In applying to provide your services you will be providing St Joseph's College with personal information. We can be contacted at:
St Joseph's College
Martin Road
Albany 6330
Phone: (08) 98440222 Fax: (08) 98440223 email: admin@sjc-albany.wa.edu.au
2. If you provide us with personal information, for example your name and address or information contained on your expressions of interest / tenders / brochures / catalogues, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for up to five years.
4. Access to this information may be available to you if you ask St Joseph's College for it.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations – government departments, Catholic Education Office, Professional Associations
6. You may be required to provide us with a Federal Police Clearance.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to St Joseph's College and why, that they can access that information if they wish and that St Joseph's College does not usually disclose the information to third parties.
8. Currency of information – information held, to the best of our knowledge, is up to date and current. If any of your details change, please contact us.