



# **Mother Teresa School**

## **Privacy Policy**

## Privacy Policy

### Related Policies

CEO Privacy and Confidentiality Policies

### Purpose

To ensure the privacy of all individuals is maintained at all times in accordance with the CEO, Archdiocese of Canberra/Goulburn, Privacy Policy issued January 2005. (Refer to CEO policy folder or <http://www.ceo.cg.catholic.edu.au/policies/privacy.htm>)

### Policy

School staff will comply with the requirements of the Privacy Amendment (Private Sector) Act 2000 [Privacy Act] as set out in the National Privacy Principles (NPPs).

### Definitions

- **Personal Information:** Personal information is information or an opinion (including information or an opinion forming part of a database), whether true or not and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
- **Sensitive Information:** Under the Act sensitive information means information or an opinion about an individual's racial or ethnic origin; political opinion; membership of a political organisation; religious beliefs or affiliation; philosophical beliefs; membership of a professional trade organisation; membership of a trade union; sexual preferences or practices; criminal record and health information about an individual.
- **Employee Records:** Certain acts or practices directly relating to employee records are exempt from the scope of the Act. Employee records are records relating to the employment of an employee of the employer. Examples of this type of information include the terms and conditions of employment, personal contract details, performance and conduct, disciplining, salary, termination and trade union membership.
- **Ten National Privacy Principles ("NPP")**
  - **NPP1 – Collection:** An organisation can only collect personal information that is necessary for its activities. The collection must be done lawfully, by fair means and not in an unreasonably intrusive manner.
  - **NPP2 – Use and Disclosure:** An organisation may only use or disclose information for the purpose it was collected unless consent is sought.
  - **NPP3 – Data Quality:** An organisation must take reasonable steps to make sure that the personal information it collects uses or discloses is accurate, complete and up to date.
  - **NPP4 – Data Security:** An organisation must take reasonable steps to protect the personal information it holds and destroy personal information no longer needed for any purpose under NPP2.
  - **NPP5 – Openness:** An organisation must have a policy document outlining its information handling practices and make this available to anyone who asks.
  - **NPP6 – Access and Correction:** An organisation must give an individual access to personal information it holds about that individual on request.
  - **NPP7 – Identifiers:** An organisation must not use an identifier assigned by a Commonwealth Government agency (eg Medicare or Tax File Number).
  - **NPP8 – Anonymity:** Organisations must give people the option to interact anonymously whenever it is lawful and practical to do so.

- **NPP9 – Transborder Data flows:** An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.
- **NPP10 – Sensitive Information:** An organisation must not collect sensitive information unless the individual has consented; it is required by law or in other specified circumstances.

## Procedures

- **Information**

Mother Teresa School currently maintains particular information in relation to its staff, students and families. This information includes but is not limited to:

- **Staff:**

- Information relating to their personal background
- Employment history and salary records

- **Students and Families:**

- Information relating to their personal background
- Financial records
- Academic records
- Court orders

- **Organization**

At Mother Teresa School we:

- Store student files in a locked cabinet in the front office.
- Only collect personal information that is necessary for our activities.
- Only use or disclose information for the purpose it was consented unless consent is sought.
- Take reasonable steps to make sure that the personal information is accurate, complete, and up to date.
- Protect personal information and destroy it when no longer needed.
- Give individuals access to their personal information on request
- Give people the option to interact anonymously whenever it is lawful and practical to do so.
- Do not collect sensitive information unless the individual has consented, it is required by law or in other specified circumstances

- **Collection**

As directed by The Catholic Education Office we distribute collection notices to:

- all current parents and new parents at enrolment of new students
- employees
- contractors/volunteers

These collection notices are modelled on templates contained in the CEO Privacy Policy and attached to this policy.

## References

Further information about the Privacy Principles or the CEO's policies relating to privacy issues can be obtained from the Privacy Contact Officer at the Catholic Education Office or via the government and CEO websites. [www.privacy.gov.au](http://www.privacy.gov.au) [http://www.ceo.cg.catholic.edu.au/policies/child\\_protection.htm](http://www.ceo.cg.catholic.edu.au/policies/child_protection.htm)

**Forms**

Privacy Collection Notices, all current parents and new parents at enrolment of new students employees:

[http://www.ceo.cg.catholic.edu.au/forms/documents/work\\_children.doc](http://www.ceo.cg.catholic.edu.au/forms/documents/work_children.doc)

contractors/volunteers: [http://www.ceo.cg.catholic.edu.au/forms/documents/prohibited\\_dec\\_act.doc](http://www.ceo.cg.catholic.edu.au/forms/documents/prohibited_dec_act.doc)

**Approved by: Community Council**

**Issuing Group: MTS**

**Implementation Date: 2010**

**Supersedes Policy Dated: NA**

**Revision Date: 2015**

## Collection Notices

The following policy statements issued (and adapted to apply to our school) by the CEO are adopted by Mother Teresa School.

### A. ALL CURRENT PARENTS AND AT ENROLMENT OF NEW STUDENTS COLLECTION NOTICE

When receiving enrolment applications a 'collection notice' should be sent to the parents/guardians.

1. Mother Teresa School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at Mother Teresa School. The primary purpose of collecting this information is to enable schooling to be provided for your son/daughter.
2. Some of the information collected is to satisfy our legal obligations, particularly to enable the discharge of our duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include public health and child protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time.
5. From time to time we disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to government departments, Catholic Education Offices and schools, the Catholic Education Commission, your local Archdiocese and parish, medical practitioners, Centacare and people providing services to the School, including specialist visiting teachers, coaches and volunteers.
6. If we do not obtain the information referred to above enrolment or continued enrolment of your son/daughter may not be able to continue.
7. Personal information collected from students 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 Mother Teresa School newsletters and magazines.
8. Mother Teresa School contracts with Centacare to provide counselling services for students. The Principal may require the Counsellor to inform him or her or other teachers of any issues the Counsellor believes may be necessary for the school/college to know for the well-being or development of the student who is counselled or other students at the school/college.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting us. Students may also seek access to personal information about them. 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 [the School's / Archdiocese's] duty of care to the student, or where pupils have provided information in confidence.
10. As you may know from time to time Catholic Schools within the Archdiocese engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's and the Archdiocese's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. We may include your contact details in School / Diocese contact lists and directories. If you do not agree to this you must advise us now.
12. As part of the school's publicity activities there may, on occasions, arise the situation whereby the school, Archdiocese of Canberra and Goulburn Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in

newspapers, school documents, CEO documents, training videos and/or the school/CEO website.

13. If you provide us 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 us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

## **B. EMPLOYMENT COLLECTION NOTICE**

When receiving employment applications an 'employment collection notice' should be sent to the individual.

1. In applying for this position you will be providing Mother Teresa School and the Archdiocese of Canberra and Goulburn Catholic Education Office with personal information. We can be contacted at Mapleton Harrison 2914, by email at [office@motherteresa.act.edu.au](mailto:office@motherteresa.act.edu.au). The Catholic Education Office can be contacted at PO Box 3317 Manuka ACT 2603, [reception@ceo.cangoul.catholic.edu.au](mailto:reception@ceo.cangoul.catholic.edu.au) or by phone (02) 6234 5455.
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 store this information for twelve months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information (as appropriate) to government departments, Catholic Education Offices and schools, the Catholic Education Commission, your local Archdiocese and the parish, medical practitioners, Centacare and people providing services to the School, including specialist visiting teachers, coaches and volunteers.
6. We are required to conduct a criminal record check to collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
7. If you provide us with the personal information of others, we encourage you to inform them you are disclosing that information to us and why, that they can access that information if they wish, that we do not usually disclose the information to third parties, and that we may store their information for [ *insert amount of time*].

## **C. CONTRACTOR/VOLUNTEER COLLECTION NOTICE**

All contractors and volunteers should be sent a ' collection notice'.

In applying to provide your services you will be providing Mother Teresa School with personal information. We can be contacted at Mapleton Avenue, Harrison 2914, by email at [office@motherteresa.act.edu.au](mailto:office@motherteresa.act.edu.au).

1. 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. We may also make notes and prepare a confidential report in respect of your application.
2. You agree that we may store this information for [ *insert amount of time* ].
3. Access to this information may be available to you if you ask us.
4. We will not disclose this information to a third party without your consent.

5. We are required to conduct a criminal record check, collect information regarding whether you are or have been the subject of an AVO and certain criminal offences under Child Protection law.
6. If you provide us with the personal information of others, we encourage you to inform them you are disclosing that information to us and why, that they can access that information if they wish, that we do not usually disclose the information to third parties, and that we may store their information for [ *insert amount of time* ].