



Emmanuel Catholic College

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| Policy Document: | Privacy |
| CECWA Reference: | Privacy Policy |
| SCSA Reference: | |
| CEWA Originally Released: | 2003 |
| Date for Review: | As per CECWA requirements |

Rationale

Emmanuel Catholic College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter and to enable them to take part in all the activities of the College. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health, School Education Act 1999 and Child Protection Laws including The Children and Community Services Act 2004.

Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time. This information is requested in order to take appropriate action in various situations. If we do not obtain the information referred to we may not be able to enrol or continue the enrolment of your son/daughter.

The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, Government departments, statutory boards, Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, and/or Colleges within other Dioceses. Information is also disclosed to Government authorities such as Schools Curriculum and Standards Authority, the Australian Curriculum Assessment and Reporting Authority (ACARA), medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.

In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain aggregated school information relating to the circumstances of parents and students on the MySchool website.

The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

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 similar news is published, in both hard and digital copy, in the College newsletters, magazines, on our website, on our digital signage and in social media. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazine and on our intranet. This information may include names and photographs. The College will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying material in

promotional material for the school or otherwise make it available to the public such as on the internet. We may include students' and students' parents' contact details in a class list and College directory. If you object to any personal information about your child being disclosed in any College publication or on our website, please inform the College in writing.

Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils 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 College's duty of care to the pupil, or where pupils have provided information in confidence.

The College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

As you may know the College from time to time engages 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 College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your contact details in class lists and College directories or include you to receive mail outs. Newsletters and other information from the College and its associated bodies, (Parents & Friends' Association and College Board). If you do not wish for this to occur, please inform the College in writing.

If you provide the 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 the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.

It is the obligation of the parent to provide the College with current and updated information.

References

Bishops Mandate for the Catholic Education Commission of Western Australia, 2009 -2015 National Catholic Education Commission Privacy Compliance Manual
Privacy Act 1988
School Education Act 1999
Children and Community Services Act 2004 CECWA
Dispute and Complaint Resolution policy

Related Documents

CECWA Privacy Policy

Review History

| Year of Review | Reviewed by | Amendments / Review |
|----------------|-------------|---------------------|
| 2003 | | Originally Released |

Next Review

| Year | Responsible |
|---------------------------|----------------|
| As per CECWA requirements | Vice Principal |