

Privacy Policy

1. Rationale

The *Privacy Act 1988* directs the manner in which private sector organisations, including Catholic schools and systems, manage the personal and sensitive information of individuals.

The purpose of the legislation is to ensure that organisations, which hold information about individuals, handle that information responsibly. It aims to establish a nationally consistent approach to the management of personal information.

2. Definitions

Personal Information is information which can identify an individual.

Sensitive Information is information about a person's religious and political beliefs, sexual preferences, cultural, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

3. Principles

3.1 The school has the responsibility to use and manage personal and sensitive information collected by them in accordance with the *Privacy Act 1988*.

3.2 Schools have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.

3.3 All information is collected for the primary purpose of the Catholic education of the student.

4. Procedures

4.1 The Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission, shall be used in developing school-based

documents in order to maintain consistency between schools. The manual can be accessed at:

<http://internet.ceo.wa.edu.au/AboutUs/Governance/Privacy/Pages/default.aspx>

- 4.2** All forms used by a school to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice must be attached to each form.
- 4.3** All staff shall be appropriately informed in relation to the Privacy Act 1988.
- 4.4** The Principal shall ensure that all personal and sensitive information held by the school is properly secured.
- 4.5** Principals should note that school-based staff are entitled to view and access records on their personnel file.