



# Padbury Catholic Primary School

O'Leary Road, Padbury 6025 Telephone 9404 4000 Facsimile 9307 7533  
Email: [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) Website: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

## PRIVACY POLICY

### Rationale

Padbury Catholic Primary School requires information about students and their families in order to provide for the education of those students. The school collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment. As Padbury Catholic Primary School is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. The primary purpose of collecting this information is for the school and CEWA to support and administer students' safe participation in the educational program of the school according to law, which will enable students to participate in school and CEWA activities.

The Privacy Act 1988 directs the manner in which private sector organisations, including Padbury Catholic Primary School, 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.

### 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.

### Principles

1. Padbury Catholic Primary School has a responsibility to use and manage personal and sensitive information collected by them in accordance with the Privacy Act 1988.
2. Padbury Catholic Primary School 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. Purpose

- 1.1 Padbury Catholic collects personal information, including sensitive information for the primary purpose of enabling it to provide proper schooling for its students, and for such secondary purposes that are related to this primary purpose or to which you have consented.



# Padbury Catholic Primary School

O'Leary Road, Padbury 6025 Telephone 9404 4000 Facsimile 9307 7533  
Email: [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) Website: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

- 1.2 The purposes for which Padbury Catholic Primary School uses personal information of pupils and parents include:
- ◆ To keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
  - ◆ Day-to-day administration;
  - ◆ Caring for pupil's educational, social, spiritual and medical well-being;
  - ◆ Seeking donations and marketing for the school;
  - ◆ To satisfy the Catholic Education Office and Padbury Catholic Primary School's legal obligations and allow the school to discharge its duty of care.
- 1.3 *Job applicants, staff members and contractors:* In relation to personal information or job applications, staff members and contractors, Padbury Catholic Primary School's primary purpose of collection is to assess, and if successful engage the applicant, staff member or contractor, as the case may be.
- 1.4 The purpose of which the school uses personal information of job applicants, staff members and contractors include:
- ◆ Administering the individual's employment or contract, as the case may be
  - ◆ For insurance purposes
  - ◆ Seeking funds and marketing for the school
  - ◆ To satisfy the Catholic Education Office and this school's legal obligations, in relation to child protection legislation
  - ◆ School based staff are entitled to view and access records on their personal file
- 1.5 *Volunteers:* This school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities to enable this school and the volunteers to work together.
- 1.6 *Marketing and Fundraising:* This school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by this school may be disclosed to an organisation that assists in the school's fundraising, for example, the Parents and Friends Organisation.
- 1.7 Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, such as weekly newsletters and the school website, which include personal information, may be used for marketing purposes.
- 1.8 *Exception in relation to related schools:* The Privacy Act allows each school, being legally related to each of the other schools conducted by the Catholic Education



# Padbury Catholic Primary School

O'Leary Road, Padbury 6025 Telephone 9404 4000 Facsimile 9307 7533  
Email: [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) Website: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

Office to share personal (but not sensitive) information with other schools conducted by the Catholic Education Office. Other CEO schools may then only use this personal information for the purpose for which the CEO originally collected it. This allows schools to transfer information between them, for example, when a pupil transfers from a CEO school to another school conducted by the CEO.

- 1.9 The school, or CEWA, may use online of 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside of Australia.

## 2. Disclosure

Padbury Catholic Primary School may disclose personal information for educational, administrative and support purposes, including sensitive information, held about an individual. This may include to:

- ◆ Another school, and teachers at those schools;
- ◆ Government departments;
- ◆ Medical practitioners;
- ◆ People providing services to the school, including specialist visiting teachers and sports coaches, counsellors and providers of learning and assessment tools;
- ◆ Recipients of school publications, like newsletters;
- ◆ The Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities;
- ◆ Parents;
- ◆ Assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
- ◆ People providing administrative and financial services to the school and CEWA;
- ◆ Anyone you authorise the School to disclose information to; and
- ◆ Anyone to whom the School or CEWA is required or authorised to disclose the information to by law, including child protection laws.

Padbury Catholic Primary School will not send personal information about an individual outside Australia without:

- ◆ Obtaining the consent of the individual (in some cases this consent will be implied);  
or
- ◆ Otherwise complying with the National Privacy Principles.

## 3. Sensitive Information



# Padbury Catholic Primary School

---

O'Leary Road, Padbury 6025 Telephone 9404 4000 Facsimile 9307 7533  
Email: [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) Website: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

Sensitive Information refers to information relating to a person's:

- racial or ethnic origin
- political opinions
- religion
- trade union or other professional or trade association
- sexual preferences
- criminal record
- health

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless parents agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

#### 4. Management & Security

*Computerised records:* access to computerised records is restricted through the use of pass-worded entry and levels of access.

*Files:* Student files are housed in secure filing cabinets in the main office. Files containing confidential assessments are filed in the principal's office. Files are locked at all times.

*Internal modifications:* may not be made to personal information unless authorised specifically by the Principal or the person to whom the Principal has formally delegated such authority.

#### 5. Updating personal Information

This school endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the school at any time. This is done by contacting the administration officer.

Information will be kept until such time as a former student would have reached the age of twenty-five. As a rule, the seven year statutory limit applies.

#### 6. Access to Personal Information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the CEO or a school holds about them and to advise the CEO or the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Pupils have access to their personal information through their parents/guardians.



# Padbury Catholic Primary School

O'Leary Road, Padbury 6025 Telephone 9404 4000 Facsimile 9307 7533  
Email: [admin@padcath.wa.edu.au](mailto:admin@padcath.wa.edu.au) Website: [www.padcath.wa.edu.au](http://www.padcath.wa.edu.au)

Requests for access to all personal information held by the school is to be made in writing to the Principal.

The school may require parents to verify their identity and specify what information is required. This school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

## 7. Consent and rights of access to the personal information of pupils

Padbury Catholic Primary School respects every parent's right to make decisions concerning their child's education.

As a general rule, Padbury Catholic Primary School will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents/guardians. Padbury Catholic will treat consent given by parents as consent given on behalf of the pupil, and notice to parents, will act as a notice given to the pupil.

Parents/guardians may seek access to personal information held by a school about them or their child by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of this school's duty of care to the pupil.

Padbury Catholic Primary School may, at its direction, on the request of the pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## 8. Enquiries

The Principal should be contacted directly, should there be any queries about the way in which personal information it holds is managed.

---

POLICY REVIEW	
Date for Future Review	Reviewed:
2022	2019