



# *St Brigid's Catholic School*

*New Norfolk*

## **COLLECTION OF INFORMATION POLICY**

### **PREAMBLE**

St Brigid's Catholic School collects personal information, including sensitive information, about students and parents or carers before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to maintain accurate records about students.

St Brigid's Catholic School is bound by sections of the Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000, which set out a number of principles relating to the protection of personal information.

### **PROCEDURES**

Some of the information that St Brigid's Catholic School collects is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care. Particular laws governing or relating to the operation of schools require that certain information be collected. These include Public Health Laws.

Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. The medical information sought is to comply with the school's obligations re Public Health requirements and also to provide appropriate emergency care for students.

Information held at the school may include parents/carers and student's names, dates of birth, current and previous addresses, telephone/mobile phone numbers, email addresses, bank account or credit card details, occupations, religion, nationalities, parish, and for your child, sacraments received.

Contact details are included in a school directory.

Information is collected directly from parent/carers, and, while the school endeavours to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date, the accuracy of the information depends, to a large extent, on the information that parents/carers provide. Thus annual returns (Validation Forms) are sought

and parents/carers are asked that the school is informed if there are any errors in personal information or any information that is not current.

The school, from time to time, discloses personal and sensitive information to others for administrative, educational and pastoral care purposes. This includes to other schools, government departments, the Tasmanian Catholic Education Office, the Catholic Education Commission, the Archdiocese, your parish, medical practitioners, and people providing services to the school, including specialist visiting teachers, relief teachers, student teachers, teacher assistants, pastoral carers and counsellors.

If the information referred to above is not obtained, the school may not be able to enrol or continue the enrolment of a student.

Personal information collected from students is regularly disclosed to their parents or carers. On occasions, information, such as academic and sporting achievements, student activities and other news, is published in the school newsletters and magazines. **Parents/carers not wanting such information published, must indicate this on the Validation Form annually issued for update.**

Parents may seek access to personal information collected about them or their children by contacting the Principal. 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 be in breach of the school's duty of care to the student, or where students have provided information in confidence.

When the school is provided with the personal information of others, such as doctors or emergency contacts, it is encouraged that parents/carers inform that party of the information disclosure to the school and also why, so that they may access that information if they wish. It should be noted that the school does not usually disclose the information to third parties.

St Brigid's Catholic School, from time to time, engages in fundraising activities. Commonly known information received from parents/carers may be used to make a personal appeal. (It may also be disclosed to organisations that assist in the school's fundraising activities solely for that purpose.) The school will not disclose personal information to third parties for their own marketing purposes without prior consent.

*This policy and associated practices will be reviewed as part of the  
St Brigid's Catholic School policy review cycle.*

**Implemented April 2008. Amended Oct 2013**