

THE PRINCIPLES OF THE ARCHDIOCESE OF BRISBANE –

CATHOLIC EDUCATION AND THE BRISBANE CATHOLIC PRIVACY STATEMENT

PURPOSE

This process/protocol outlines how St Brigid's Primary School employees and community members are to manage the collection, storage, access, amendment, use and/or disclosure of personal information of students, parents/guardians and employees.

OVERVIEW

When dealing with personal information, the school and the Brisbane Catholic Education Centre is regulated by the Commonwealth's Privacy Act 1988 and the subsequent Privacy Amendment (Privacy Sector) Act 2000 and Privacy (Private Sector) Regulation 2001.

In accordance with Privacy Act 1988(the Act), Brisbane Catholic Education has adopted and is bound by the ten(10) National Privacy Principles(NNPs) established by The Office of the Australian Information Commission and set out in the Act – see www.privacy.gov.au. These NPPs regulate how private sector organisations manage personal information. They cover the collection, use and disclosure, and secure management of personal information. They cover the collection, use and disclosure, and secure management of personal information. They also allow individuals to access that information and have it corrected if it is wrong.

Brisbane Catholic Education considers all personal, sensitive and health information of parents/guardians, students and employees (considered Brisbane Catholic Education's "consumers" under the Act)to be private and only uses information collected and recorded to fulfil the education mission of the Catholic Archdiocese of Brisbane.

RESPONSIBILITIES/ACCOUNTABILITIES

In abiding by the National Privacy St Brigid's primary School and the Brisbane Catholic Education Office will:

- a. collect personal, sensitive and health information by fair, lawful and non-intrusive means
- b. only use information collected for the provision of quality Catholic schooling. In addition, information may be collection and recorded to satisfy Brisbane Catholic Education's legal obligations
- c. not disclose or distribute personal, sensitive or health information collected from its consumers without the consumer's specific consent or unless required to do so by law. Brisbane Catholic Education may distribute aggregated statistical information for reporting purposes, but information that is personally identifying will not be disclosed to third parties
- d. disclose, with consent, from time to time, personal, sensitive and health information to others for administrative and educational purposes. This includes to individuals within Brisbane Catholic Education Centre, systemic schools within the Archdiocese of Brisbane, parish authorities, medical practitioners, and people providing services to schools, including specialist visiting teachers and consultants, sports coaches and volunteers

- e. take reasonable steps to ensure information collected is accurate, complete and up-to-date
- f. take reasonable steps to protect personal, sensitive and health information held from misuse, loss and unauthorised access, modification or disclosure

PROCESS

In complying with the National Privacy Principles St Brigid's Primary School will:

- Ensure all parents receive and sign the Brisbane Catholic Education (BCE) Information Collection Notice.
- Endeavour to ensure information is accurate, complete and up-to-date by requesting parents/carers to complete the BCE Student Information Validation form each year.
- Ensure all personal, sensitive and health information is stored in locked filing systems.
- Ensure all staff members are aware of the Brisbane Catholic Education Privacy Statement and their obligations stemming from it.

PRIVACY BREACHES

Privacy issues arising within schools can be discussed on a confidential basis in the first instance with your School Principal.

If an individual believes that their privacy has been breached and this matter is unable to be resolved at school or local level, a complaint may be made in writing to the Executive Director, Catholic Education Archdiocese of Brisbane.

AUTHORITY AND OTHER RESOURCES

Privacy Act 1988

Privacy amendment(Private Sector)Act 2000

Privacy(Private Sector)Regulations 2001

CATHOLIC PRIMARY SCHOOL

ROSEWOOD

In Our God We Grow