St Simon the Apostle - Privacy Policy - September 2015

This Privacy Policy applies to St Simon the Apostle Primary School, Rowville. The Policy sets out how the school manages personal and sensitive information provided to or collected by the school.

In dealing with personal and sensitive information about individuals, St Simon’s is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). In relation to health records, the organisation is also bound by the Health Records Act 2001 (Vic).

The school may, from time to time, review and update this Privacy Policy to take account of new laws and technology and changes to St Simon the Apostle operations and practices.

What is personal information?

**Personal information** - Personal information means information St Simon’s holds about you from which your identity is either apparent or can be reasonably determined. Examples include names, addresses, telephone numbers, dates of birth. Personal information does not include health information.

**Health information** - Any information or opinion about the health or disability of an individual, an individual’s expressed wishes about the future provision of health services to him or her or a health service provided, or to be provided to an individual. Examples include health records, certificates, details of medical background, health assessment results.

**Australian Privacy Principles (APPs)** - Principles established under the Privacy Act 1988 (Cth) that set out minimum standards on how organisations deal with the collection, security, use and disclosure, correction and storage of personal information and access to that information.

**Sensitive information** - Information relating to a person's racial or ethnic origin, political opinions, religious beliefs or affiliations, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

**Identifier** - A number assigned to an individual to identify uniquely that individual for the purposes of an organisation’s work, e.g. a Medicare number. Unique identifiers are used to facilitate data matching. As data matching can reduce privacy, under the APPs organisations are prohibited from adopting government or authority identifiers as their own identifiers.

Types of personal information collected and methods of collection by St Simon the Apostle Primary School.

1. St Simon’s collects information from individuals to assist it in its work of advising and supporting students, families and teachers. In compliance with the relevant legislation, St Simon’s only collects information that is necessary in order for it to perform one or more of its functions or activities.
2. The type of information St Simon’s collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:
   - students and parents and/or guardians (Parents) before, during and after the course of a student’s enrolment at the school;
   - job applicants, staff members, volunteers and contractors;
   - other people who come into contact with St Simon the Apostle Primary.

3. St Simon’s will generally collect personal information held about an individual by way of forms filled out by the individual, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than the individual provide personal information.

4. The organisation may receive Parent information and information on students and staff from other schools when enrolling new students to the school or during contractual employment of teaching staff.

5. In some circumstances the St Simon’s may be provided with personal information about an individual from a third party, for example a report provided by a school or by a medical professional or a reference from another employer.

Information collected by the St Simon’s website
When you look at the St Simon’s website, the school’s Internet Service Provider, Catholic Education Melbourne and Google Analytics, record your visit and logs the following information for statistical purposes:
   - your server address
   - your top-level domain name (for example .com, .gov, .au, .uk, etc.)
   - the date and time of your visit to the site
   - the pages you accessed and the documents you downloaded
   - the previous site you have visited
   - the type of browser you are using
   - the type of device you are using

Access to information collected
St Simon the Apostle will not make an attempt to identify users by their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect the school’s Internet Service Provider’s logs.

Use of information collected
The school will only record your email address if you send the school a message. Your email address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.

Exception in relation to employee records
Under the Privacy Act the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the St Simon the Apostle Primary School’s treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between St Simon’s and the employee. The school handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.).
How will St Simon the Apostle Primary School use the personal information you provide?

6. St Simon’s will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

7. Students and Parents:
St Simon’s uses personal information on students and parents collected by the organisation or provided by the organisation to:
- assist with students’ learning and wellbeing
- satisfy the organisation’s accountability and legal obligations and allow the school to discharge its duty of care.

8. Job applicants, staff members and contractors:
In relation to personal information of job applicants and contractors, the School’s primary purpose of collection is to assess and (if successful), engage the applicant or contractor.
In addition, St Simon the Apostle Primary School uses personal information of job applicants and contractors for the purpose of:
- administering the individual’s employment or contract, as the case may be for insurance purposes to satisfy St Simon’s legal obligations, for example in relation to child protection legislation.

9. Volunteers:
St Simon the Apostle Primary School may also obtain personal information about volunteers to assist the school in its functions or to conduct associated activities to enable St Simon’s to conduct its functions.

10. Marketing:
St Simon the Apostle Primary School undertakes marketing activities to promote the future growth and development of the school. The school may receive personal information held by the school for the organisation’s marketing purposes.

Who might St Simon the Apostle Primary disclose personal information to and store your information with?

11. St Simon’s may disclose personal information, including sensitive information, held about an individual to:
- the Catholic Education Office;
- government departments;
- people providing services to the St Simon’s School, including specialist visiting teachers, counsellors;
- anyone you authorise the St Simon’s school to disclose information to anyone to whom we are required to disclose the information by law.

12. Sending and storing information overseas:
St Simon the Apostle Primary may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the organisation will not send personal information about an individual outside Australia without:
- obtaining your consent (in some cases this consent will be implied)
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.
How does St Simon the Apostle Primary treat sensitive information?

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

Management and security of personal information

14. St Simon’s and the St Simon’s staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

15. St Simon’s has in place steps to protect the personal information the organisation holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password access rights to computerised records.

Access and correction of personal information

16. Under the Commonwealth Privacy Act and the Health Records Act 2001 (Vic.) an individual has the right to obtain access to any personal information which the St Simon the Apostle School holds about them and to advise the St Simon’s School of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally be able to access and update their personal information through their Parents, but older students may seek access and correction themselves. There are some exceptions to these rights set out in the applicable legislation.

17. To make a request to access or update any personal information the St Simon the Apostle Primary School holds about you or your child, please refer to the contact details under Enquiries and complaints at the end of this document.

18. St Simon’s may require you to verify your identity and specify what information you require. The organisation may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, St Simon’s will advise the likely cost in advance. If St Simon’s cannot provide you with access to that information, you will be provided with a written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of students

19. St Simon the Apostle Primary respects every Parent's right to make decisions concerning their child's education.

20. Generally, St Simon’s will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. St Simon’s will treat consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

21. As mentioned above, Parents may seek access to personal information held by St Simon’s about them or their child by contacting the school’s principal (see contact details below). 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 St Simon’s duty of care to a staff member or student.
22. St Simon the Apostle Primary School may, at its discretion, on the request of a student, grant that student access to information held by St Simon’s about them, or allow a student 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 student and/or the student's personal circumstances so warranted.

Enquiries and complaints

23. If you would like further information about the way the St Simon the Apostle Primary School manages the personal information it holds, or wish to complain that you believe that the school has breached the Australian Privacy Principles, please contact the school’s principal.

Mr Phil Hesse - Principal
St Simon the Apostle Primary School
2 Taylors Lane
ROWVILLE VIC 3178
Phone 9795 4222
Email principal@ssrowville.catholic.edu.au

24. St Simon the Apostle Primary School will investigate any complaint and will notify you of a decision in relation to your complaint as soon as is practicable after it has been made.