

Catholic Schools and Catholic  
Education Office Archdiocese  
of Adelaide

## **Privacy Statement**



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## 1 Purpose

Catholic Schools and the Catholic Education Office (CEO) in the Archdiocese of Adelaide are bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). This statement sets out how Catholic Schools and the Catholic Education Office in the Archdiocese of Adelaide use and manage the personal information provided to or collected by them.

## 2 Scope

The provisions of this statement apply to Catholic schools and the Catholic Education Office in the Archdiocese of Adelaide, the legal entity for which is the Catholic Church Endowment Society Inc.

## 3 Statement

### 3.1 The personal information a school or CEO collects and how a school or CEO collects it.

The type of information a school or CEO 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; and
- other people who come into contact with the school or CEO.

Personal Information provided by an individual: A school or CEO will generally collect personal information held about an individual by way of forms filled out by Parents or students, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than Parents and students provide personal information.

Personal Information provided by other people: In some circumstances a school or CEO may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

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 statement does not apply to the school's or CEO's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school or CEO and employee.

### 3.2 School or CEO use of personal information provided.

A school or CEO will use personal information it collects 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 an individual has consented.

Students and Parents: In relation to personal information of students and Parents, a school's, or CEO's, primary purpose of collection is to enable the school or CEO to provide schooling for the student. This includes satisfying the needs of Parents, the needs of the student and the needs of the school or CEO throughout the whole period the student is enrolled at the school.

The purposes for which a school and CEO uses personal information of students and Parents include:

- to keep Parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social, spiritual and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy the CEO's and the school's legal obligations and allow the school or CEO to discharge its duty of care.

In some cases where a school or CEO requests personal information about a student or Parent, if the information requested is not obtained, the school or CEO may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, a school's or CEO's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which a school or CEO uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the school; and
- to satisfy the school's or CEO's legal obligations, for example, in relation to child protection legislation.

Volunteers: A school or CEO also obtains personal information about volunteers who assist the school or CEO in their functions or conduct associated activities, such as alumni associations, to enable the school or CEO and the volunteers to work together.

Marketing and fundraising: Schools treat 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 students and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation. Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

Exception in relation to related schools: The Privacy Act allows each school, being legally related to each of the other schools conducted by the Archdiocese of Adelaide to share personal (but not sensitive) information with other schools conducted by the Diocese. Other schools may then only use this personal information for the purpose for which it was originally collected. This allows schools to transfer information between them, for example, when a student transfers from a Catholic school to another school conducted by the Archdiocese of Adelaide.

### 3.3 Disclosure and storage of personal information.

A school or CEO may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- the school's local parish;
- medical practitioners;
- people providing services to the school or CEO, including specialist visiting teachers, counsellors and sports coaches;
- recipients of school or CEO publications, such as newsletters and magazines;
- Parents;
- anyone an individual authorises the school to disclose information to; and
- anyone to whom the school or CEO is required to disclose the information by law.

Sending and storing information overseas: A school or CEO may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, a school or CEO 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 Australian Privacy Principles or other applicable privacy legislation.
- The school or CEO may also store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

### 3.4 Treatment of sensitive information

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

### 3.5 Management and security of personal information

The school's and CEO's staff are required to respect the confidentiality of students' and Parents' personal information and the privacy of individuals.

Each school and the CEO has in place steps to protect the personal information the school or CEO 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.

### 3.6 Access and correction of personal information

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the school or CEO holds about them and to advise the school or CEO 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.

To make a request to access or update any personal information the school or CEO holds about an individual or their child, please contact the school's Principal in writing.

The school or CEO may require an individual to verify their identity and specify what information they require. The school or CEO may charge a fee to cover the cost of verifying an application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school or CEO will advise the likely cost in advance. If the school or CEO cannot provide an individual with access to that information, the school or CEO will provide a written notice explaining the reasons for refusal.

### 3.7 Consent and rights of access to the personal information of students

The school or CEO respects every Parent's right to make decisions concerning their child's education. Generally, a school or CEO will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. A school or CEO 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.

As mentioned above, parents may seek access to personal information held by a school or the CEO about them or their child by contacting the school's 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 the school's or CEO's duty of care to the student.

A school or CEO may, at its discretion, on the request of a student grant that student access to information held by the school or CEO 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.

## 4 Enquiries

For further information about the way the school or CEO manages the personal information it holds please contact the school Principal or the CEO Privacy Officer.

If an individual wishes to complain that they believe the school or CEO has breached the Australian Privacy Principles, they should contact the school Principal or CEO Privacy Officer. The school or CEO will investigate any complaint and will notify the complainant of a decision in relation to their complaint as soon as is practicable after it has been made.

## 5 Definitions

**The school** or CEO includes the Catholic schools and any associated entities (including e.g. committees, OSHC, FLP, pre-school, early learning centres, etc.) and the Catholic Education Office (CEO) in the Archdiocese of Adelaide, as well as sites on which staff or others engaged in duties or activities such as excursions or conference attendance sanctioned by their School or CEO.

**Staff** means staff employed by any Catholic School or the Catholic Education Office in the Archdiocese of Adelaide.

**Parents** means parents and/or guardians

**Personal information** is information or an opinion about an identified individual or an individual who is reasonably identifiable whether the information is true or not, and whether the information is recorded in a material form or not. It includes all personal information regardless of its source.

**Sensitive information** is a type of personal information that is given extra protection and must be treated with additional care. It includes any information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation or practices, or criminal record. It also includes health information.

## 6 Related Policies, Procedures and Resources

This Statement is to be read in conjunction with, and is additional to, any other relevant South Australian Commission for Catholic Schools (SACCS), school or CEO policy, procedure or support document including:

- SACCS Privacy Policy (2014) available at [CESA privacy collection](#)
- Privacy collection notices available at [CESA privacy collection](#)

## 7 Resources

Privacy Amendment (Enhancing Privacy Protection) Bill 2012  
[www.comlaw.gov.au/privacy\\_amendments](http://www.comlaw.gov.au/privacy_amendments)

National Catholic Education Commission and National Council of Independent Schools' Association Privacy Compliance Manual April 2014

[CESA privacy collection](#)

Office of the Federal Privacy Commissioner

[www.privacy.gov.au](http://www.privacy.gov.au)

Privacy Collection – privacy policy, statements and collection notice templates for schools, privacy information for enrolments, employees, volunteers, contractors, etc.

[CESA privacy collection](#)

## 8 Revision Record

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