

HOLY SPIRIT SCHOOL



PRIVACY POLICY

Holy Spirit School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

The type of information that we collect and hold includes (but is not limited to) personal information, including sensitive information, about:

1. Students and parents/guardians before, during and after the course of a student's enrolment at school.
2. Job applicants, staff members, volunteers and contractors; and
3. Other people who come into contact with the school

Holy Spirit School 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 phone calls. In some circumstances we will be provided with personal information about a student from a third party, for example, a report provided by a medical professional in the area of mental health, special needs or disability, or a reference from another school.

In relation to personal information of students and parents, Holy Spirit's primary purpose of collection is to enable us to provide schooling and support for the student. This includes satisfying both the needs of parents and the needs of the child throughout the whole period he/she is enrolled at Holy Spirit School. The purpose for which we use 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.
- Marketing the school.
- To satisfy the CSO and the School's legal obligations and allow the school to discharge its duty of care.
- To access funding.

The Privacy Act allows each school, being legally related to each of the other schools conducted by the CSO, to share personal (but not sensitive) information with other schools conducted by the CSO. This allows schools to transfer information between them (for example when a student transfers from school to school). Holy Spirit School can disclose personal information, including sensitive information, held about a student to:

- Another school
- Government departments
- Parish
- Medical practitioners
- Specialists teachers, Counsellors ...
- Newsletter, other media

“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 of disclosure of the sensitive information is allowed by law.

Staff at Holy Spirit School are required to respect the confidentiality of students’ and parents’ personal information and the privacy of individuals.

Personal information is protected from misuse, loss, unauthorised access, modification or disclosure by use of various methods, including locked storage of paper records and password protected access rights to computerised records.

Holy Spirit School will endeavour to ensure that the personal information it holds is accurate, complete and up-to-date. We request that parents keep the school informed of any changes (home address, contact phone numbers, medical conditions ...) by contacting the school office at any time.

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which Holy Spirit School holds about them and to advise us of any perceived inaccuracy (this needs to be requested in writing).

| Date Ratified | Principal’s Endorsement | Review Due |
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