

PRIVACY POLICY

Policy Name	Privacy Policy (to be read in conjunction with the Information Collection Notice.)
Description	Guidelines for the management of personal and sensitive information
Relevant to	All College Community
Approved by	Mark Antulov, Principal
Responsibility of	Business Manager
Date Introduced	2006
Date Modified	2008, 2013,
Next Review	2018
Related Documents	Information Collection Notice
References	Privacy Amendment (Private Sector) Act 2000 amends the Privacy Act 1988

RATIONALE

Prendiville Catholic College requires information about students and their families in order to provide for the education of these students. It is important for the College to recognise the significance of protecting the information we hold.

The *Privacy Amendment (Private Sector) Act 2000* amends the *Privacy Act 1988* to direct the manner in which private sector organisations, including Catholic schools, manage the personal and sensitive information of individuals.

The purpose of these provisions is to ensure that the College, which holds information about people, handles that information responsibly.

DEFINITIONS

Privacy Act (1988) includes the Privacy Amendment (Private Sector) Act 2000.

Personal Information - is information which can identify an individual.

Sensitive Information - is information about a person's religious and political beliefs, sexual preferences, racial or ethnic origin, membership of political associations, philosophical beliefs, criminal record or health information.

PRINCIPLES

List of principles underpinning the policy

1. Prendiville Catholic College has a responsibility to use and manage personal and sensitive information collected by us in accordance with the Privacy Act.
2. We have a responsibility to inform individuals of the purpose of collecting personal and sensitive information.
3. All information is collected for the primary purpose of the Catholic education of our students.

PROCEDURES

Fit for purpose procedures including steps and responsible parties

1. All school based documents at Prendiville Catholic College shall comply with the Privacy Compliance Manual, prepared for CECWA through the National Catholic Education Commission.
2. All forms used by Prendiville Catholic College to collect personal and sensitive information shall reflect essential information required for the primary purpose of the school. The appropriate collection notice will be attached to each form (eg Enrolment form).
3. All staff will be appropriately informed of the Privacy Act and the College's Privacy Policy shall be publicly available.
4. All personal and sensitive information held by the school will be properly secured.