

## **Privacy Policy and Information**

**The Privacy Policy of Star of the Sea School is available at school for you to peruse at any time. Each class teacher has a copy and there is also a copy at the School Office.**

**Further to the Privacy Policy, the following points are provided for your information:**

Star of the Sea School respects the privacy of personal and sensitive information regarding your family. The School is committed to ensuring that it complies at all times with its obligations under the Commonwealth *Privacy Act*. The School is bound by the National Privacy Principles which are binding on most private sector organizations from 21 December 2001.

1. The School collects personal information, including sensitive information about the student and parent(s) or guardian(s) before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. In situations where parents are separated, it is the policy of the School to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the School will abide by any court orders which prevent the release of such information.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parish, medical practitioners and people providing services to the School including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.
6. In the event of default of payment of fees, the School may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.

7. The School from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
8. If we do not obtain the information referred to above, we may not be able to continue the enrolment of your child.
9. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the School newsletter, magazine and our website.
10. Parents or guardians may seek access to personal information collected about them and their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.
12. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
13. Further information about the Privacy Principles or the School's policies relating to privacy issues can be obtained from the Principal, Mr Joe De Tullio. You are entitled to access your own personal information by contacting the Principal in writing.