

2011

PRIVACY ACT

Enrolment Package

Catholic Education Office, Sydney.



PRIVACY ACT

What is the Commonwealth Privacy Act?

The purpose of the Commonwealth Privacy Act is to establish a nationally consistent approach to the handling of personal and sensitive information by organisations. This legislation identifies ten key areas known as National Privacy Principles (NPPs). These principles are listed on the back of this brochure for your information.

What is considered 'personal information'?

'Personal information' is defined as information or an opinion about an individual whose identity is clearly indicated, or can be worked out from that information. This includes names, addresses, phone numbers, age, school reports, notes to parents, and photographs.

What is 'sensitive information'?

'Sensitive information' is defined as information similar to the above but which enquires a higher level of protection, because it gives more detail about the beliefs or health of an individual. This includes information about racial or ethnic origin, marital issues and custody, donation history, religious beliefs, and health.

Why do schools collect this information?

The primary function of schools is to provide a comprehensive and high-quality education for all students enrolled. To carry out this function, schools must collect information about students and families in order to meet their duty of care and other legal responsibilities, and to take account of students' and families' individual circumstances.

What is a 'Standard Collection Notice'?

A Standard Collection Notice is a statement provided by the school that specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school system. A Standard Collection Notice will be attached to all documents issued to students and families that require them to give personal or sensitive information to the school. If the school needs to use the information for a purpose that is not listed on the Standard Collection

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Notice, it will issue a separate consent form indicating the specific circumstance.

What are my rights under this legislation?

Students and families have the right to:

- expect that information will only be collected to enable schooling to be provided to enrolled students.
- expect that the information will be held securely.
- access the information that is kept on record at the school
- request that inaccurate or out-of-date information be amended.
- contact the school to discuss any difficulties that they may have regarding the use of their information as stated in the Standard Collection Notice.

How is the CEO, Sydney responding to this legislation?

It has always been the policy of the CEO, Sydney to maintain the highest level of privacy in handling the personal and sensitive information of students and families.

The publication of this brochure for parents is one way in which the CEO is maintaining its existing approach to privacy matters. Necessary changes to administrative procedures and the ongoing development of specific policy will continue as part of our compliance with the legislation. The National Privacy Principles (NPPs) underpinning this legislation are:

- **NPP 1 COLLECTION**

Collection of personal information must be fair, lawful and non-intrusive. A person must be told the name of the organisation, the purpose of the collection, the rights of the person to access their information, and what will happen if the person does not give the information.

- **NPP 2 USE AND DISCLOSURE**

An organisation should only use or disclose information about a person for the purpose for which it was collected, unless the person has consented otherwise.

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In certain circumstances schools can be required to disclose information to another party about a person for purposes such as law enforcement and public or individual health and safety.

- **NPP 3 DATA QUALITY**

An organisation must take reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete and up-to-date.

- **NPP 4 DATA PROTECTION**

An organisation must take reasonable steps to protect the personal information it holds from misuse, loss, and unauthorised access, modification or disclosure.

- **NPP 5 OPENNESS**

An organisation must have a policy document outlining its information handling practices, and make this available to anyone who asks for it.

- **NPP 6 ACCESS AND CORRECTION**

An organisation must give an individual access to personal information it holds about the individual on request.

- **NPP 7 IDENTIFIERS**

An organisation must not adopt, use or disclose an identifier that has been assigned by a Commonwealth government agency.

- **NPP 8 ANONYMITY**

Organisations must give people the option to interact anonymously wherever it is awful and practicable to do so.

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- **NPP 9 DATA TRANSFER**

An organisation can only transfer personal information to a recipient in a foreign country in circumstances where the information will have appropriate protection.

- **NPP 10 SENSITIVE INFORMATION**

An organisation must not collect sensitive information unless the individual has consented, it is required by law, or in other specified circumstances such as the provision of health services or the interest of individual or public health or safety. For further information, please contact your Principal.

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