



Francis Jordan Catholic School

Peterborough Drive, Currambine WA 6028
www.fjcs.wa.edu.au

PRIVACY POLICY

Rationale

Francis Jordan Catholic School requires information about students and their families in order to provide for the education of these students.

The Privacy Act 1988 directs the manner in which the school is to manage the personal and sensitive information that it collects.

Definitions

Personal information

This is information that can identify an individual.

Sensitive information

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

Principles

1. All school employees shall use and manage personal and sensitive information collected by the school in accordance with the Privacy Act 1988.
2. All information is collected for the primary purpose of the Catholic education of the student.
3. Individuals will be informed of the purpose of collecting personal and sensitive information.

Procedures

All information on families and students will be managed in the following manner:

1. All forms used by the school to collect personal and sensitive information collected shall reflect essential information required for the primary purpose of the school. The appropriate collection notice shall be provided to those providing information.
2. Personal information obtained through enrolment forms will be kept in files in the office of the Administration Officer. Access may only be gained through the Principal or Admin Officer for such purposes as to provide schooling for the student.
3. All Psychology, Special Needs or reports of this nature will be kept in a locked cabinet in the Principal's Office. Access may be gained by teachers in the best interest of the students.
4. All personal and sensitive information collected by the school shall be properly secured and managed in accordance with the 'Catholic Education Commission of Western Australia Privacy Policy' and 'The Management of Confidential Information in Schools Policy.'

Revised: 2016
Due for Review: 2019