



## POLICY AND PROCEDURES

### PRIVACY

**Original: 2013**

**Review: 2018**

**Rationale:** Nagle Catholic College is a reflection of the Catholic Church's commitment to the dignity of the individual. It is important that that the College demonstrates this commitment in the manner in which they protect information that they hold about their school community. *The Privacy Act 1988* directs the manner in which private sector organisations including schools, manage the personal and sensitive information of individuals. It aims to establish a nationally consistent approach to the management of personal information which the school uses as its standard.

**Definitions:** Personal information is information which can identify an individual.

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

**Principles:**

Nagle Catholic College acknowledges its responsibility to use and manage personal and sensitive information collected by it in accordance with *The Privacy Act 1988*.

The College will inform individuals of the purpose of collecting this personal and sensitive information.

All information collected by the College is for the primary purpose of the Catholic education of the student and will make this policy publicly available.

All staff shall be appropriately informed in relation to *The Privacy Act 1988* and the serious nature of confidentiality in regards to all personal and sensitive information held in regards to staff, students and their families.

School based staff are entitled to view and access records on their personal file at any time.

All personal and sensitive information held by the school will be properly secured at all times.