This privacy policy has been prepared with consideration to legal advice.

This Privacy Policy sets out how St Kevin’s manages personal information provided to or collected by it.

St Kevin’s is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988. In relation to health records, St Kevin’s is also bound by the Health Records Act 2001 (Vic.).

St Kevin’s may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to St Kevin’s operations and practices and to make sure it remains appropriate to the changing school environment.

What kinds of personal information does St Kevin’s collect and how does the school collect it?

The type of information St Kevin’s collects and holds includes (but is not limited to) personal information, including health and other sensitive information, about:

- pupils and parents and/or guardians ('Parents') before, during and after the course of a pupil's enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

Personal Information you provide: The school will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, emails and telephone calls. On occasions people other than parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school’s treatment of an employee record unless required by law or organisational policy where the treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the Health Privacy Principles in the Health Records Act 2001 (Vic.)

Anonymity: The school needs to collect identifiable information to facilitate the delivery of educational and support services, the job application process and fulfil other obligations and processes. However, some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.
How will St Kevin’s use the personal information you provide?

The school will use personal information it collects from you for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected by you, or to which you have consented.

**Pupils and Parents:** In relation to personal information of pupils and parents, the school's primary purpose of collection is to enable St Kevin’s to provide educational and support services for the pupil. This includes satisfying the needs of parents, the needs of the pupil and the needs of the school throughout the whole period the pupil is enrolled at the school.

The purposes for which St Kevin’s uses personal information of pupils and parents include:

- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration of the school;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the school; and
- to satisfy the school’s legal obligations and allow the school to discharge its duty of care.

In some cases where the school requests personal information about a pupil or parent, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the pupil or permit the pupil to take part in a particular activity.

**Job applicants and contractors:** In relation to personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, or contractor, as the case may be.

The purposes for which St Kevin’s uses personal information of job applicants and contractors include:

- administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking donations and marketing for the school; and
- satisfying the school's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** St Kevin’s also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, to enable the school and the volunteers to work together.

**Marketing and fundraising:** St Kevin’s treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both pupils and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation [or, on occasions, external fundraising organisations].

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.
Who might St Kevin's disclose personal information to and store your information with?
The School may disclose personal information, including sensitive information, held about an individual to:
• school service providers, including the Catholic Education Commission of Victoria, (CECV), Catholic Education Offices specialist visiting teachers, counsellors and sports coaches, and other diocese;
• third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network system (ICON);
• another school to facilitate the transfer of a student;
• government departments;
• medical practitioners;
• recipients of school publications, such as newsletters and magazines;
• student’s parents or guardians;
• anyone you authorise the school to disclose information to; and
• anyone to whom we are required or authorised to disclose the information to by law.

Sending and storing information overseas: The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange. However, the school will not send personal information about an individual outside Australia without:
• obtaining the consent of the individual (in some cases this consent will be implied); or
• otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

Where personal and sensitive information is retained by the CECV by a cloud service provider to facilitate HR and staff administrative support, this information will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

How does St Kevin’s treat sensitive information?
In referring to 'sensitive information', the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

Management and security of personal information
St Kevin’s staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.
Access and correction of personal information

Under the Commonwealth Privacy Act and the Health Records Act, an individual has the right to obtain access to any personal information and health records respectively, which the school holds about them and to advise the school of any perceived inaccuracy. Pupils will generally be able to access and update their personal information through their parents, but older pupils may seek access and correction themselves.

There are some exceptions to these rights set out in the applicable legislation.

To make a request to access or update any personal information St Kevin’s holds about you or your child, please contact the principal or school secretary by telephone or in writing. The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If we cannot provide you with access to that information, we will provide you with written notice explaining the reasons for refusal.

Consent and rights of access to the personal information of pupils

St Kevin’s respects every parent's right to make decisions concerning their child's education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The school will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by the school about them or their child by contacting the principal by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

The school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances warrant it.

Enquiries and complaints

If you would like further information about the way the school manages the personal information it holds, or wish to complain that you believe that the school has breached the Australian Privacy Principles please contact the principal by writing or telephone at 26-44 Herlihys Road, Lower Templestowe, VIC, 3107, 0398504609. The school will investigate any complaint and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it has been made.

Appendices

1. Standard Collection Notice
2. St Kevin’s Catholic Primary School Annual Photographic/Video Permission Form
3. Contractor/Volunteer Collection Notice
4. Blogging and Online Publishing Permission Form
Appendix 1

STANDARD COLLECTION NOTICE

This standard collection notice has been prepared with consideration to legal advice

1. St Kevin’s collects personal information, including sensitive information about students and parents or guardians before and during the course of a student’s enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school and the Catholic Education Commission of Victoria (CECV) to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.

2. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cwth). We may ask you to provide medical reports about students from time to time.

5. St Kevin’s may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
   • school service providers such as the Catholic Education Commission of Victoria, Catholic Education Offices, parish, school governing bodies and other dioceses;
   • third party service providers that provide educational support services to schools and school systems such as the Integrated Catholic Online Network (ICON) system;
   • another school to facilitate the transfer of a student;
   • government departments;
   • medical practitioners, and people providing educational, support and health services to the school, including specialist visiting teachers, sports coaches, volunteers and counsellors;
   • anyone you authorise the school to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law.

6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The school also uses 'Google Apps for Education' (GAFE) including Gmail. Through the use of these services, personal information of pupils, parents or guardians may be transferred, stored and processed by Google in compliance with the Australian Privacy Principles or other applicable privacy legislation. School personnel and the Catholic Education Commission of Victoria and their service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and ensuring its proper use.

8. Where personal information is held by GAFE it will be limited and may include:
   • Name
• Email Address
• Student Date of Birth

Personal information held by GAFE will be stored in accordance with APPs.

9. Where personal and sensitive information is retained by the CECV by a cloud service provider for educational and administrative purposes, it will be stored on servers located within Australia. This includes the Integrated Catholic Online Network (ICON) system.

10. St Kevin’s Privacy Policy is accessible via the school website or from the school office. The policy sets out how parents, guardians or students may seek access to personal information collected about them. However, there may 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. St Kevin’s Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.

12. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

13. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian prior to publication if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet. We may include student’s and parents' contact details in a class list and School directory.

If you provide the school with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them 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 this information to third parties.
Appendix 2

ST KEVIN’S CATHOLIC PRIMARY SCHOOL
ANNUAL PHOTOGRAPH/VIDEO PERMISSION FORM

Dear Parent/Guardian

At certain times throughout the year, our students may have the opportunity to be photographed or filmed for our school publications, such as the school’s newsletter or website and social media, or to promote the school in newspapers and other media.

The Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV) may also wish to use student photographs/videos in print and online promotional, marketing, media and educational materials.

We would like your permission to use your child's photograph/video for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

STUDENT’S FULL NAME: ___________________________________________ YEAR LEVEL: __________

• I give permission for my child’s photograph/video and name to be published in:
  • the school website and school publications
  • social media
  • promotional materials
  • newspapers and other media.

• I authorise the CEOM/CECV to use the photograph/video in material available free of charge to schools and education departments around Australia for the CEOM/CECV’s promotional, marketing, media and educational purposes.

• I give permission for a photograph/video of my child to be used by the CEOM/CECV in the agreed publications without acknowledgment, remuneration or compensation.

• I understand and agree that if I do not wish to consent to my child’s photograph/video appearing in any or all of the publications above, or if I wish to withdraw this authorisation and consent, it is my responsibility to notify the school.

Licensed under NEALS: The photograph/video may appear in material which will be available to schools and education departments around Australia under the National Educational Access Licence for Schools (NEALS), which is a licence between education departments of the various states and territories, allowing schools to use licensed material wholly and freely for educational purposes.

Name of Parent / Guardian
(please circle)

Signed: Parent/Guardian ___________________________________________ Date: __________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cth).

OFFICE USE
Date of Photograph/Video: (month & year)

Updated September 2015
CONTRACTOR / VOLUNTEER COLLECTION NOTICE

This contractor / volunteer collection notice is an extract from the document Privacy Compliance Manual, prepared by Minter Ellison Lawyers for schools and systems represented by the National Catholic Education Commission. The document was made available to Catholic schools in Victoria in November 2013.

For further information about this notice, refer to Section 9, page 30, of the Privacy Compliance Manual.

Contractor / Volunteer Collection Notice

1. In applying to provide services to the school, you will be providing St Kevin’s with personal information. We can be contacted through our address: 26-44 Herlihys Road, Lower Templestowe, VIC, 3107, phone: 03 98504609 or email: principal@sktemplestownr.catholic.edu.au.

2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.

3. You agree that we may store this information for 7 years.

4. St Kevin’s Privacy Policy sets out how you may seek access to your personal information and how you may complain about a breach of the APPs.

5. We will not disclose this information to a third party without your consent.

6. We are required to collect information under Victorian Child Protection laws. Contractors or volunteers who are not registered teachers are required to have a current and valid Working with Children Check (WWCC) and National Criminal Record Check. We may also collect other personal information about you in accordance with these laws.

7. The school may store personal information in the 'cloud', which may mean that it resides on servers which are situated outside Australia.

8. If you provide us with the personal information of others, 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.
Appendix 5

BLOGGING AND ONLINE PUBLISHING PERMISSION FORM

What is blogging?
Blogging is the process where a blog is created and shared with the global community.

What is a blog?
The word blog came from the original term web log. It is a website that contains descriptions about things that have happened and reflections on new things that are learnt. Material such as images, videos and audio files can also be included in blogs. Most blogs are interactive, allowing visitors to leave comments about the work that they have viewed.

What is a blogger?
A blogger is the person who is creating and writing items to be posted onto the blog.

Why have a class blog?
Blogs at St Kevin’s have two main purposes. The first is that blogs provide excellent communication between school and home. Classes can use a blog to write about and reflect on what they have been learning and share samples of student work. They may also share photos or videos of events and activities. Parents have easy access to the blogs and are able to keep up to date with what is happening in the class. They can even leave comments to encourage and support their child.

The second purpose for blogs is that they are a fantastic learning tool. Blogs enable students to connect with the global community and learn from like-minded students, teachers and people interested in sharing their knowledge with others. People from all around the world (through the Internet) are able to read our class blogs and post comments responding to what they have viewed. The comments are one of the most exciting parts of blogging as the students get feedback on their work and are able to see the purpose of their learning as they have a clear audience when posting information.

It is important that students learn how to work safely online, especially as they become exposed to other online technologies at home such as instant messaging (eg Skype) and social networking sites (eg Facebook/Instagram/Twitter). At St Kevin’s students are taught how to be responsible users of the Internet. Blogging enables teachers to model and teach safe Internet practices. Students follow blogging guidelines (see details attached), which ensure anonymity and privacy online. All comments that are posted onto our school blogs are moderated by the class teacher. Only comments that are positive and appropriate will be published onto the blogs.

Blogging Permission Form
As blogging involves the publishing of content online we need permission for your child to participate and contribute to the class/student blogs at St Kevin’s. Included in the blogs will be examples of schoolwork, photos, audio recordings and videos. Under no circumstances will any child’s photo be published with an identifying name and work samples may only include a first name. Surnames will never be published on the blog as to ensure children cannot be identified.

If you have any concerns with your child’s access to this curriculum innovation please feel free to contact me.

Yours sincerely,

Aimee Gale
ICT Leader
Wellbeing Leader
Learning and Teaching Leader

Updated September 2015
Please circle the appropriate response and return to your child’s class teacher as soon as possible:

Throughout my child’s enrolment period at St Kevin’s I GIVE permission for work samples, photographic, video and audio recordings of my child, ______________________________ to be published on blogs created and moderated at St Kevin’s.  (child’s name)

Parent/Guardian Name: ____________________________________________

Parent/Guardian Signature: _______________________________________ Date: __________________

Blogging Guidelines
Our class blog is an opportunity for us to publish some of our work and share what we have been learning. We get the chance to communicate with a range of people, in our school and in our community. We also communicate with people from all around the world.

For us to have a purposeful and safe blog we must remember the following guidelines:

• **Only use your first name when blogging.**
  Anyone from around the world can see our blog through the Internet. It is important that you do not put your last name on the blog so strangers don’t know who you are.

• **Parents who use the blog should also only use their first names.**
  Parents should only use their first names so they don’t accidentally identify their child in the blog.

• **NEVER give out any personal information.**
  You should never give out information like where you live, email addresses or phone numbers.

• **All comments on the blog are approved before being published.**
  All comments are screened before posting to make sure that there are no negative or inappropriate comments going onto the blog. If someone posts something that the teachers do not want others to see, we will not publish it to the blog.

• **Be friendly, helpful and polite.**
  Only post comments that are positive and friendly. Never post anything that could upset someone who reads it. Start your comments with Dear... and end with Regards, or From...

• **Remember to do your best writing.**
  Even though you are commenting on the Internet you still need to do your best writing. Remember to use capital letters and punctuation like full stops and commas. Don’t use text talk like m8, thanx or l8er and most of all check your writing before you post it. Remember everyone can read it so make it the best you can do!

• **Be aware of copyright.**
  Remember you can’t just use anything from the Internet and call it your own. Make sure you only use copyright free images, songs or text.

• **Have fun and share, share, share!!!**
  Enjoy reading our blog and making comments/posts. Don’t let the guidelines stop you from commenting!

You may like to keep these blogging guidelines near your computer at home so that they can be referred to when accessing the blogs from home with your child.