



Sacred Heart Catholic Primary School

PRIVACY AND CONFIDENTIALITY

[Vision & Mission](#)

Your privacy is important.

The Privacy Policy applies to Sacred Heart Primary School.

This statement outlines our policy on how the school uses and manages personal information provided to or collected by it.

Sacred Heart is bound by the [National Privacy Principles](#) contained in the Commonwealth Privacy Act.

What kind of personal information does a school collect and how does a school collect it?

The type of information schools collect and hold includes (but is not limited to) personal information, including 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: A school will generally collect personal information to be held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and pupils provide personal information.

Personal Information provided by other people: In some circumstances a 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 National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not