

ST PATRICK'S CATHOLIC SCHOOL
NAG 6 – ADMINISTRATION/LEGAL
FAMILY INFORMATION AND PRIVACY POLICY

RATIONALE:

To collect, use, store and disclose information concerning students, parents and staff in accordance with the provisions of the Privacy Act.

PROCEDURES:

1. On enrolment, to ascertain, from the parent/guardian/caregiver, only such information as:
 - a) required by law
 - b) needed by the school
 - c) considered necessary by the parent/guardian/caregiver
 - d) required for preference enrolment
2. Information shall be filed in the school office (computer and E19/22A) – record of schools attended.
3. The children's record cards shall be held by the teacher and shall:
 - a) be completed with the appropriate academic, social, health and welfare information as required. Such information shall be factual and verifiable.
 - b) Include results and observations from authorised support agencies eg. health, Special Education Service as appropriate.
4. For some children anecdotal notes may be included if necessary, especially should continued atypical behaviour be exhibited.
5. On at least two occasions during the child's time at this school, the information held shall be examined and only the relevant information which is then relevant or required, shall be retained.
6. All information shall be regarded as confidential to the school unless approval for its distribution to other agencies is given by the parent/guardian/caregiver.
7. In respecting the confidentiality of information and the privacy of individuals, staff shall observe the provisions of the Code of Conduct (Appendix 1)
8. The Principal shall act as the School Privacy Officer.

Prepared: June 1998

Board of Trustee Approved: 18 June 1998

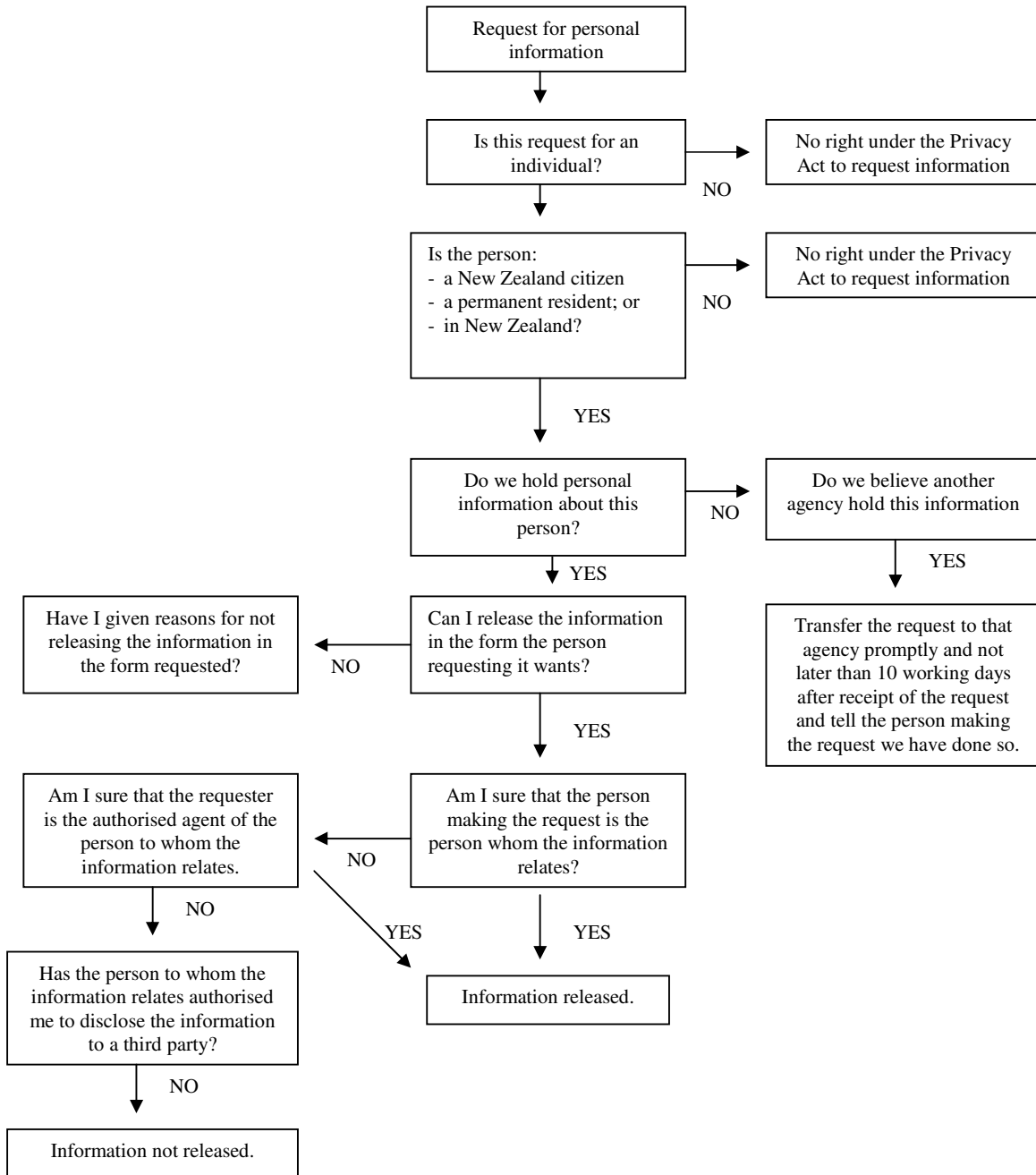
Reviewed December 2003 / November 2006

Signed: _____
Chairperson

Date: _____

The following is a flow chart, which can be used when dealing with requests for personal information.

REQUESTS FOR PERSONAL INFORMATION



<i>CODE OF CONDUCT – ST PATRICK’S CATHOLIC SCHOOL</i>
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Introduction

Welcome to St Patrick’s Catholic School. You are privileged to be a part of this school community. As a staff member of this school you have the following responsibilities:

1. To ensure that the **needs of children** and their **learning** is paramount.
2. To demonstrate a commitment to the belief that each student is of equal value and is entitled to an education which respects each **student’s dignity, rights and individuality**.
3. To demonstrate a commitment to the belief that **each student** is entitled to an **education** which challenges him/her to achieve personal **standards of excellence** and to reach **full potential**.
4. To **abide** by any **statutory** obligations.
5. To act in **accordance** with the School **Charter**; its Mission, General and Local Goals and the School’s Special Character, so that the School’s environment lives and proclaims Christ Jesus.
6. To **respect** the **integrity** of other staff, members of the Board of Trustees, parents and students.
7. To demonstrate a **commitment** to continuing **personal** and **professional growth** and development.
8. To **work co-operatively** with other school staff.
9. To act in a way which ensures that **students** are in a ‘**safe**’ physical environment free from physical/psychological and sexual abuse.
10. To **resolve conflict** in a collaborative/non-confrontational manner.
11. To respect **confidentiality** of information gained from participation in the school community.
12. To work actively to uphold the **image** of the **school** in the Parish and wider community.
13. All staff members are to be free from the adverse effects of drugs and alcohol during working hours.
14. All staff members are to wear clothes that are practical and tidy.
15. St Patrick’s Catholic School is a Smoke Free school.

Your rights as a staff member are:

- To be treated fairly and professionally
- To have your integrity respected
- To be safe and supported
- To be provided with opportunities for professional and personal growth
- To be able to express ideas and thoughts and have them listened to
- To be included in decisions affecting the day to day running of the school where appropriate

Signed: _____

Dated: _____