No 22 PRIVACY & CONFIDENTIALITY POLICY

POLICY STATEMENT
MacKillop Catholic College respects the privacy of students, families, staff, volunteers, job applicants and the personal and health information they provide to the school.

DEFINITIONS
Personal information:
Information, or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Sensitive information:
Is personal information that includes information or an opinion about an individual’s: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record; that is also personal information; or health information about an individual.

Health information:
Is sensitive information that includes information or an opinion about: the health or a disability (at any time) of an individual; an individual’s expressed wishes about the future provision of health services to him or her; a health service provided, or to be provided, to an individual; or other personal information collected to provide, or in providing a health service.

RATIONALE
MacKillop Catholic College maintains a culture of confidentiality and privacy that is fundamental to the operation of the school. This is complemented by the legal requirement to comply with the Federal Government’s Privacy Act 1988 (as amended). The College provides psychological and counselling services to students and families. These services are conducted within the Australian Psychologists Society (APS) Code of Ethics, the practice requirements of the Psychologist’s Registration Board and the Federal Government's Privacy Act 1988 (as amended). Teaching staff at MacKillop Catholic College work within the Code of Professional Ethics for the Teaching Profession in Tasmania, 2006.

GUIDELINES
1. The College will comply with the requirements of The Privacy Act 1988 (as amended) and other relevant legislation. Personal Information Protection Act 2004 (Tasmania)
2. The College should comply with the requirements of the APS Code of Ethics and the practice requirements of the Psychologist’s Registration Board.
3. College staff will comply with the Code of Professional Teaching Standards, Tasmanian Teachers Registration Board, 2006.
4. In situations in which professional ethical obligations and legislative obligations differ with respect to matters of privacy, access, or disclosure, the most stringent requirement will be applied.

The College will appoint a Privacy Officer with immediate responsibility for the implementation of this policy and for its dissemination to the College community.

BOARD APPROVED  2012
TO BE REVIEWED  2014