

## Standard Collection Notice

<b>1</b>	St Mary's Catholic College (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.
<b>2</b>	Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
<b>3</b>	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.
<b>4</b>	Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
<b>5</b>	If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
<b>6</b>	The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Schools Office, the Catholic Education Commission of New South Wales, your local diocese and the parish, schools within other dioceses/other dioceses, medical practitioners, and people providing services to the College, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
<b>7</b>	The College from time to time may also collect and disclose personal and sensitive information about current or prospective students to others if it is required to satisfy the College's legal obligations under Part 5A of the <i>Education Act 1990</i> (NSW).
<b>8</b>	The College may disclose and/or receive relevant personal information to/from debt collection agents and credit reporting agencies.
<b>9</b>	Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions personal information disclosed to a College counsellor may be disclosed to others who have a legal obligation to receive it without betraying a confidence. However, there will be some occasions where it is necessary to directly pass on material which relates to the wellbeing of a pupil of the College.
<b>10</b>	The College may also disclose information under public health and child protection laws or in circumstances where there is a serious threat to an individual's life, health or safety.
<b>11</b>	The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
<b>12</b>	Parents may seek access to personal information collected about them and their son/daughter by contacting the College Principal. Pupils may also seek access to personal information about them. However, there will 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 College's duty of care to the pupil or where pupils have provided information in confidence.
<b>13</b>	The Dioceses' Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
<b>14</b>	The College from time to time engages 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 College'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.
<b>15</b>	On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on the College's intranet. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the pupils' parents or guardians prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as the internet.
<b>16</b>	If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.