



CATHOLIC EDUCATION OFFICE  
Archdiocese of Canberra and Goulburn

## Use or Disclosure of Personal Information (APP 6)

### Standard Collection Notice for Schools

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil'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 to provide schooling to the pupil and 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 pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may occasionally ask you to provide medical information or records regarding a pupil.
5. The School on occasion discloses personal and sensitive information to other entities for administrative and educational purposes, including facilitating the transfer of a pupil to another school. These entities include other schools, government departments, the Catholic Education Office, the Catholic Education Commission, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside of Australia.
8. The school's Privacy Policy sets out how parents or pupils may seek access to personal information collected 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 School's duty of care to the pupil, or where pupils have provided information in confidence.

9. The school's Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint.
10. As you may know, the school occasionally engages in fundraising initiatives. Information received from you may be used for activities related to this. [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.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in school newsletters, magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for publication in school newsletters, magazines and on our intranet. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public, such as on the internet.
- 12/13. If you provide the School 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 school and why, so that they can access that information if they wish. The school does not usually disclose this information to third parties.