

Standard Collection Notice

The Privacy Act 1988 / Privacy Amendment (Enhancing Privacy Protection) Act 2012

This Notice is provided to you by the school (the School) and Sydney Catholic Schools Limited ACN 619 137 343 as trustee for the the Sydney Catholic Schools Trust ABN 26 158 447 082 (SCS). It specifically itemises the reason for collecting information about students and their families and the way in which information will be used by the school.

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations.
2. The primary purpose of collecting this information is to enable the School to provide schooling to the students enrolled at the school including looking after pupils' educational, social, spiritual and medical wellbeing, to satisfy its legal obligations, particularly to exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. We are required by legislation to collect and/or disclose certain information. For example, under relevant Education, Public Health, Safety and Child Protection legislation.
4. We may ask you to provide medical reports about students from time to time. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles (APPs), under the Privacy Act 1988.
5. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a 'cloud' service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy and related policies.
6. The School may disclose personal and sensitive information for educational, spiritual, social, administrative and support purposes. This may include to:
 - SCS
 - other schools and teachers at those schools
 - government departments
 - Catholic Schools NSW
 - the School's local parish
 - the Archdiocese of Sydney
 - other related church agencies/entities
 - other Dioceses
 - schools within other Dioceses
 - medical practitioners
 - people providing educational, support and health services to the School, including specialist visiting teachers, coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - people and organisations providing administrative and financial services to the School
 - anyone you authorise the School to disclose information to, and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
7. We will disclose information collected from students to their parents or guardians.
8. The School may engage in fundraising and marketing activities. From time to time we may contact you about fundraising and marketing activities. We may disclose personal information to organisations that assist in the School's fundraising and marketing activities solely for that purpose. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
9. From time to time we will publish information such as academic and sporting achievements, student activities and similar news in School and Archdiocesan newsletters and magazines, on our intranet, on our website and on Archdiocese websites, social media and other Archdiocesan publications. Where consent has been provided, this may include photographs and videos of student activities such as sporting events, school camps and school excursions. The School will obtain permissions from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material, or otherwise make this material available to the public such as on the internet.
10. We may include students' and parents' contact details in a class list and School directory where consent has been provided.
11. 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. We will treat any personal information that you provide us with, including personal information of others, in accordance with our Privacy Policy and legal obligations.
12. The Privacy Policy, accessible on the SCS website at <https://sydcatholicschools.nsw.edu.au/2016/03/06/privacy-policy/>, sets out how parents or students may seek access to and correction of personal information which the School has collected and holds. Please note, access may be refused in certain circumstances, such as 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 student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons, if appropriate.
13. The Privacy Policy sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
14. The Standard Collection Notice may be updated to ensure compliance with legislative and regulatory changes, and to incorporate changes to SCS policies. The most recent version of the Standard Collection Notice is available on the SCS website at <http://sydcatholicschools.nsw.edu.au/>



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SYDNEY CATHOLIC SCHOOLS LIMITED ACN 619 137 343
AS TRUSTEE FOR THE SYDNEY CATHOLIC SCHOOLS TRUST ABN 26 158 447 082