



St Mary MacKillop College

CHOOSE LIFE WITH COURAGE

With the introduction of the Privacy Act (December 2001) it is important that parents are aware of the ways in which we may use the information we have on file. The following Collection Notice indicates the possible uses of this information:

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. 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.
3. Certain laws governing or relating to the operation of the College require that certain information is collected. These include Public Health laws and Child Protection requirements.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask that you provide medical reports about students from time to time.
5. 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.
6. The College from time to time discloses personal and sensitive information to other agencies for administrative and educational purposes. These include other schools, government departments, government agencies, statutory boards [Catholic Education Office, the Catholic Education Commission, your local diocese and parish, schools within other Catholic Dioceses and government authorities such as the Australian Curriculum, Assessment and Reporting Authority (ACARA)], medical practitioners and people providing services to the College including specialist visiting teachers, sports coaches, volunteers and counsellors.
6a. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to ACARA for the purpose of publishing certain school information relating to circumstances of parents and students on the MySchool website.
7. The College from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or Child Protection legislation.
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as student academic and sporting achievements, student activities and other College/student news is published in various media outlets such as College publications (College newsletters, College Yearbook, College website, etc) student files, newspapers, community magazines and others. Information may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement.
9. Each year visual imagery (photographs and video) are taken of the students which are used in various media outlets such as College publications, student files, newspapers, social media and others. Visual imagery may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement. **Should you not want your child/ren to feature in such publicity, it is your responsibility to inform the College.**
10. Parents 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 College's duty of care to the student, or where students have provided information in confidence.
11. If you provide the College with 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 the College does not usually disclose the information to third parties.

Unless parents instruct us otherwise we assume permission to use the information in the ways outlined above. If you have any concerns or questions please contact either the Principal or the Business Manager.