



## St Mary MacKillop College

CHOOSE LIFE WITH COURAGE

*ngoondaboot-al booraka goordoo*

## COLLECTION NOTICE

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. As the College is a member of Catholic Education Western Australia (CEWA), it collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for the College and CEWA to support and administer students' safe participation in the educational programme of the College according to law, which will enable students to participate in College and CEWA activities.
2. Some of the information we collect is to satisfy the College and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal governments.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

Other schools and teachers at those schools;

- government departments;
  - the Catholic Education Office, the Catholic Education Commission, the diocese and the parish, other related church agencies/entities
  - medical practitioners;
  - people providing educational, support and health services to the College and CEWA, 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;
  - people providing administrative and financial services to the College and CEWA;
  - anyone you authorise the College to disclose information to; and
  - anyone to whom the College or CEWA is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.

7. The College or CEWA may use online or 'cloud' service providers to store personal information and to provide services to the College 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 College or CEWA's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.
8. The College's Privacy Policy, accessible on the College's website, sets out how parents or students may seek access to and correction of their personal information which the College has collected and holds on behalf of CEWA. However, 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 College'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.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The College may engage in fundraising activities. 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in College and CEWA newsletters and magazines, on our intranet and on ours or CEWA's website. This may include photographs and videos of student activities such as sporting events, College camps and excursions. The College will obtain permissions on enrolment from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs, videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. We may include students' and students' parents' contact details in a class list and College directory.
13. If you provide the College or CEWA 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.