



CATHOLIC EDUCATION OFFICE Archdiocese of Canberra and Goulburn



Use or Disclosure of Personal Information

Standard Collection Notice – ACT

April 2014

1. **St Monica's Primary** is a Catholic systemic school operating under the authority of the Archdiocese of Canberra and Goulburn and administered under the direction of the Catholic Education Office, Archdiocese of Canberra and Goulburn. The school and the Archdiocese 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. The primary purpose of collecting this information is to enable the school to provide schooling to the pupil and enable the pupil to take part in all the activities of the school.
2. The school will generally collect personal information about an individual using forms completed by the parents or students, face-to-face meetings, interviews and telephone calls.
3. In relation to personal information of students and parents, the school's primary purpose of collection is to enable it to provide schooling for the student.
4. 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.
5. Laws governing or relating to the operation of schools require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws with which the school complies as relevant.
6. The school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous school reports.
7. Health information about pupils is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. The school may request medical reports about pupils from time to time.
8. If we cannot obtain the information referred to above we may be unable to enroll or continue the enrolment of your child.
9. The school, on occasion, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school within the System. This includes to other schools; government departments or agencies such as the ACT Department of Education, the Teacher Quality Institute, ACT Board of Senior Secondary Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA); the Catholic Education Office; the Catholic Education Commission; the National Catholic Education Commission; the Archdiocese of Canberra and Goulburn and its parishes; other Dioceses or parishes, medical practitioners and people providing services to the school, including specialist visiting teachers, (sports) coaches, volunteers and counsellors.
10. Personal information collected from students is regularly disclosed to their parents/guardians.

11. The school is permitted under legislation to provide non-educational material to a parent where the student would reasonably expect this to happen. Under the Privacy Act, the school will consider the age of the student, the nature of the information, and the student's expectations about what information might be disclosed.
12. The school has in place procedures to protect the personal information it holds from misuse, loss, unauthorized access, unauthorized modification or disclosure.
13. Personal information may be used for the purpose of publishing certain school information relating to the general circumstances of parents and students on the *MySchool* website, in accordance with Australian Government requirements.
14. The school may utilise external providers to deliver certain services including 'cloud' data storage to the school and its staff and students. The school may store personal information in the 'cloud' which may mean that it resides on servers that are located outside Australia.
15. 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.
16. The school from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. Such information 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.
17. On occasion information such as academic and sporting achievements, pupil activities and school-related news is published in School and Diocesan newsletters, magazines or other publications and on the School, Catholic Education Office or Diocesan websites. Photographs of pupil activities such as academic or sporting events, school camps and excursions may be taken for publication in newsletters and magazines and on our intranet. The student enrolment form includes an opt-out provision for parents not wishing to have their children photographed.
18. The school will obtain separate permissions from the student's parent or guardian prior to publication if we intend to include photographs or other identifying material for the purposes of promotion for the school or otherwise make it available to the public, such as on the internet or forwarded on to commercial media outlets.
19. If parents/guardians provide the school with the personal information of others, such as doctors or emergency contacts, we encourage the parents/guardians to inform them that you are disclosing that information to the school and why, that they can access that information if they wish. The school does not usually disclose this information to third parties other than the CEO.
20. The school's Privacy Policy outlines how an individual may complain about an alleged breach of privacy and how the school will deal with such a complaint.