



St Ursula's College

K I N G S G R O V E

COMMONWEALTH PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

Standard Collection Notice- This statement is provided to you by the College and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the College. Please refer to the Parent Information Brochure on the College website for further explanation.

1. This College (and the Catholic Education Office, Sydney) collects personal information, including sensitive information about pupils and parents or carers before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your 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 schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, Catholic Education Office Sydney, the Catholic Education Commission, NSW, your local diocese and the parish, Schools within other Dioceses/other Diocesan offices, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or carers. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their daughter by contacting the College. Pupils may also seek access to personal information 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 pupil, or where pupils have provided information in confidence.
9. As you may know the College from time to time engages 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.
10. We may include your contact details in a class list and College directory (where, in general, access is limited to College staff).
11. If you provide the College 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, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
12. This information provided may be used to organise reunions of classes. If you do not wish information to be given out for this purpose, please inform the College on leaving.
13. For the purpose of College photos, information such as student's name, date of birth, barcode and student number, roll call and scholastic year will be supplied to the College photographer.
14. From time to time we may take photographs of your daughter to be used in marketing material and College newsletters, magazines and on our website. If you do not agree to this you must advise us immediately.