

Information Collection Notice

Reviewed January 2021

1. The School 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 for your son/daughter.
2. 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.
3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Education Acts, Public Health and Child Protection Legislation.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. We ask you to provide medical reports about pupils from time to time.
5. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The School may disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Sydney Catholic Schools Office, the Catholic Education Commission, Catholic Schools NSW, the School's local diocese and the parish, other related church agencies/entities, and Schools within other Dioceses/other Dioceses (where appropriate), medical practitioners, people providing educational, support and health services to the School, including specialist visiting teachers, (sports) coaches, volunteers, counsellors and providers of learning and assessment tools, assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN, people 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. Personal information collected from pupils is regularly disclosed to their parents or guardians.
8. 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 an online or 'cloud' service providers is contained in the School's Privacy Policy (if applicable).
9. The School's Privacy Policy, accessible on the School's website, sets out how parents or pupils may seek to access to and correction of their personal information which the school has collected and holds. 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 School's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
10. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. (It 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.
11. We may include students' and students' parents' contact details in a class list and/or School directory.
12. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines, on our intranet (and or website). This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. Unless you INFORM THE SCHOOL OTHERWISE the information (or other identifying material) will be included in our promotional material or otherwise made available to the public as such on the internet. 13. 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 and why.
14. The school Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint. The Privacy Policy is available on the school website for your information. Please use the following link
krb.nsw.edu.au/1952/our-school/our-policies

