

STANDARD COLLECTION NOTICE

This Standard Collection Notice is provided to you by the School and Sydney Catholic Schools Limited (ACN 619 137 343) as trustee for the Sydney Catholic Schools Trust (ABN 26 158 447 082) (SCS). This Standard Collection Notice sets out the reasons for collecting information about students and their parents/carers, and the way in which information will be used by the School. SCS' Privacy Policy also applies, and this Standard Collection Notice should be read in conjunction with SCS' Privacy Policy, which is available for you to read on the SCS website at <https://sydcatholicschools.nsw.edu.au/2016/03/06/privacy-policy/>.

1. The School collects personal information, including health and other sensitive information about students and their parents/carers before and during the course of a student's enrolment at the School. This information may be provided both verbally and in writing.
2. The primary purpose of collecting this information is to enable the School to provide education to the student and other students enrolled at the School. This includes keeping parents/carers informed about matters related to the student's education, day-to-day administration of the School, looking after the student's educational, social, spiritual and medical wellbeing, seeking donations and marketing for the School, and to satisfy the legal obligations of the School and to allow the School to fulfil its duty of care.
3. We are required by legislation and regulation to collect and/or disclose certain personal information. This includes, but is not limited to requirements under the *Education Act 1990 (NSW)*, *Public Health Act 2010 (NSW)*, *Children and Young Persons (Care and Protection) Act 1998 (NSW)* and the Nationally Consistent Collection of Data (NCCD) on school students with disability under the *Australian Education Act 2013 (Cth)* and the *Australian Education Regulation 2013 (Cth)*.
4. We may ask parents/carers to provide medical reports and other health information about students from time to time. Health information about students is sensitive information for the purposes of the Australian Privacy Principles (APPs), as set out in Schedule 1 of the *Privacy Act 1988 (Cth)*.
5. 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, online learning resources 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 be stored on a cloud service provider's servers which may be located outside Australia.
6. The School may disclose personal information, including sensitive information held about an individual for educational, spiritual, social, administrative and support purposes. This may include disclosure to:
 - SCS

- other schools operated by SCS and teachers at those schools
 - in respect of NCCD, Catholic schools in the dioceses of NSW and the ACT for which Catholic Schools NSW is the approved system authority
 - government departments and agencies
 - Catholic Schools NSW
 - the School's local parish
 - the Archdiocese of Sydney
 - other related church agencies/entities
 - medical practitioners
 - people providing educational, support and health services to the School, including specialist visiting teachers, sports coaches, counsellors and other school coaches and tutors
 - providers or specialist advisory services and assistance, including in the areas of human resources, child protection and children with additional needs
 - providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and the National Assessment Platform and Reporting Authority (NAPLAN) Test Administration Authorities, who will disclose it to the managers of NAPLAN's online platform)
 - for students enrolled in Vocational Education and Training (VET) courses, and/or participating in a school-based apprenticeship or traineeship: the National Centre for Vocational Education Research Ltd (NCVER), a student's employer, relevant government departments and authorised agencies, organisations conducting student surveys and research, and 'cloud' service providers that provide services to SCS or a school
 - people and organisations providing administrative and financial services to the School
 - anyone you authorise the School to disclose information to
 - anyone to whom the School is required or authorised by Australian law to disclose the information to, including child protection authorities.
7. Where the disclosure concerns the disclosure of an individual's sensitive information (including health information), the School and SCS will only disclose the information to third parties (including but not limited to government and external agencies, courts, organisations, third party providers) with your consent or where required or authorised by Australian law.
8. We may disclose information collected from students to their parents/carers.
9. The School may engage in fundraising and marketing activities. From time to time we may contact you about fundraising and marketing activities. We may disclose personal information to organisations that assist in the School's fundraising and marketing activities for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. From time to time we may publish information such as academic and sporting achievements, student activities and similar news in School and Archdiocesan newsletters, magazines, websites, social media channels, and other publications and promotional material. Where consent has been provided by a parent/carers, this may include identifying material such as photographs video footage of student activities (for example sporting events, school camps and

school excursions). Where consent has been provided, we may include the contact details of students and parents/carers in a class list and School directory.

11. If you provide the School with the contact details of third parties, such as doctors or emergency contacts, we encourage you to advise those third parties that you have disclosed that information to the School.
12. Students and parents/carers may seek access to and correction of personal information which the School has collected and holds about them. However, there may be occasions when access is denied. This may occur where release of the personal information would have an unreasonable impact on the privacy of others, or may result in a breach of the School's duty of care to the student. If access cannot be granted, the School will provide a written notice to explain the reason(s) for denying access. SCS' Privacy Policy contains more information about how you can access your data. This Standard Collection Notice may be updated from time to time to ensure compliance with legislative and regulatory requirements, and to incorporate changes to SCS' policies.
13. SCS' Privacy Policy is accessible on the SCS website at <https://sydcatholicschools.nsw.edu.au/2016/03/06/privacy-policy>.
14. SCS' Privacy Policy explains how students and parents/carers can make a complaint about the way the School manages personal information or an alleged breach of the APPs.