



CATHOLIC EDUCATION OFFICE DIOCESE OF BATHURST LIMITED

Standard Collection (Privacy) Notice

1. The School (the Diocese both independently and through its Schools) collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all activities.
2. Some of the information collected is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected and disclosed. These include relevant Education Acts, Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act 1988. The school may ask you to provide medical reports about students from time to time.
5. The school may disclose personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This may include to other schools; government departments; CEDB; Catholic Schools NSW; the school's local diocese and parish; schools in other dioceses; medical practitioners; providers of educational health and support services; providers of learning and assessment tools; assessment and educational authorities; providers of administrative and financial services; anyone who it is required or authorised by law (including child protection laws) to provide information to; and anyone you authorise.
6. The School, from time to time, may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation. Information may also be collected and exchanged for the purposes of NESA and ACARA. Information provided to NESA and ACARA may be published in accordance with government requirements on the MySchool website
7. Personal information collected is regularly disclosed to parents or guardians.
8. The school stores personal information in our Student Information System and Finance Management System which is administered and managed by the owners of these software services. The school may also store other personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia
9. The CEDB Privacy Policy sets out how parents or students 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 student; or where students have provided information in confidence. Requests for information need to be made formally in writing and any refusal will be notified in writing with reasons if appropriate.
10. The CEDB Privacy Policy also sets out how complaints about a breach of privacy should be notified, and how such a complaint will be dealt with.
11. The School from time to time engages 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. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. On occasions, information and photographs, videos or sound recordings related to academic and sporting achievements, student activities and similar news is published in school newsletters and on the school website, social media sites and public platforms. Such information of student activities may be used by the school or the Catholic Education Diocese of Bathurst for the purposes of advertising, promotion, media publicity, publication, display, web page usage or other use deemed appropriate that portrays the student in a positive light. If circumstances change it is a parental responsibility to inform the school if there is a need to rescind this media and communications permission. Parents should be aware that information published on public websites and social media channels can be accessed by third parties and may be discoverable online for a number of years or permanently.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, you are encouraged to inform them that you are disclosing that information to the School and that they can access that information if they wish and that the School does not usually disclose the information to third parties.