



CATHOLIC EDUCATION DIOCESE OF CAIRNS

INFORMATION COLLECTION NOTICE

The following notice applies to all schools and colleges, and Catholic Education Services in the Diocese of Cairns.

1. The school collects personal information, including sensitive information about pupils and parents/carers or guardians before and during the course of a pupil's enrolment at the school. This may be in writing, through technical systems, or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may 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, or staff.
6. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
 - other schools and teachers at those schools, including new schools to which a student transfer to facilitate the transfer of the student;
 - government departments;
 - Cairns Catholic Education Services, other schools, the local diocese and parish and related church agencies and entities, and the Queensland Catholic Education Commissions;

- 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;
 - agencies and organisations to which we are required to disclose personal information for education and research purposes;
 - 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/carer or guardians.
 8. If you make an enrolment application to another school within our Diocese, personal information provided during the application stage may be collected from, or shared with, the other school. This personal information may include health information and is used for the purpose of considering and administering the enrolment of the student within the Diocese.
 9. Personal information will not be disclosed to recipients outside Australia unless the school has a reasonable belief that the information will be managed consistent with its obligations under the Australian Privacy Principles. Sensitive information will not be disclosed to recipients outside Australia unless required by law, or with consent.
 10. The school uses centralised information management and storage systems (Systems). These Systems are provided by the Catholic Education Network (CEnet) and third party service providers. CEnet is owned by the Catholic dioceses. Personal information is stored with and accessible by CEnet and the third party service providers for the purpose of providing services to the School in connection with the Systems and for CEnet, for administering the education of students.
 11. 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 on online or 'cloud' service providers is contained in the school's Privacy Policy.
 12. The school's Privacy Policy, accessible on the school's website, sets out how parents/carers or students may seek 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 student, where students have provided information in confidence or where the school is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons (unless, given the grounds for refusal, it would be unreasonable to provide reasons).
 13. The school's Privacy Policy also sets out how parents/carers and students can make a complaint about a breach of the APPs and how the complaint will be handled.
 14. 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.

15. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet [and on our website] or otherwise shared with the school community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school camps and school excursions. The School will obtain permissions [annually] from the student's parent/carer or guardian (and from the student if appropriate) if we would like to include such photographs or videos [or other identifying material] in our promotional material or otherwise make this material available to the public such as on the internet.
16. We may include students' and students' parents/carers' contact details in a class list and school directory.
17. 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.

SIGNATURE

RELATIONSHIP TO STUDENT

PRINT NAME

STUDENT NAME

DATE SIGNED

