



## Standard Collection Notice

1. Catholic Education Diocese of Parramatta (CEDP), its schools, Catholic Early Learning Centres (CELCs) and Catholic Out of School Hours Care services (COSHCs) collect 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 educate students, exercise our duty of care, and perform necessary associated administrative activities, which will enable students to take part in all relevant activities.
2. Some of the information we collect is to satisfy our legal obligations, particularly to enable us to discharge our duty of care.
3. Laws governing or relating to the operation of schools and child care require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Commonwealth *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. We may disclose personal and sensitive information for legal, educational, administrative and support purposes. This may include to: other schools; government departments and agencies; Catholic Schools NSW; the local diocese and the parish; medical practitioners; people providing educational, support and health services, including specialist visiting teachers, coaches, volunteers and counsellors; providers of learning and assessment tools; assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN); people providing administrative and financial services; anyone you authorise us to disclose information to; and anyone to whom we are required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. We may use third party online or 'cloud' service providers to store personal information and to provide services that involve the use of personal information. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. Further information about our use of third party online or 'cloud' service providers is contained in the CEDP Privacy Policy.

8. The CEDP Privacy Policy, accessible on the CEDP website, sets out how parents or students may seek access to and request correction of their personal information which we have collected and hold. 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 our duty of care, or where students have provided information in confidence.
9. The CEDP Privacy Policy also sets out what action parents and students can take in relation to a breach of privacy laws.
10. We may, from time to time, 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 our 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. Occasionally, information such as academic and sporting achievements, student activities and similar news is published in our newsletters, magazines, and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. We will obtain permissions from the student's parent 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.
12. We may include students' and parents' contact details in a class list and in our directories.
13. If you provide us 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 us and why.
14. You may obtain further information by contacting the Catholic Education Diocese of Parramatta on (02) 9840 5600 or at [privacy@parra.catholic.edu.au](mailto:privacy@parra.catholic.edu.au).