

St Mary Star of the Sea Collection Notice

(Issued in accordance with the Privacy Act 1988 – as amended)

1. St Mary Star of the Sea collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the college. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligation, 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 is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time. This information is requested in order to take appropriate action in various situations.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, Government Departments, Catholic Education Office, the Catholic Education Commission, your local Diocese and the Parish, Schools within other Dioceses, Medical Practitioners, and people provided services to the School, including Specialist Visiting Teachers, (Sports) Coaches, Volunteers and Counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in School newsletters and magazines. This information may include names and photographs. If you object to any personal information about your child being disclosed in any School publication please inform the School in writing.
8. Parents may seek access to personal information collected about them and their child by contacting the School. Pupils may also seek access to personal information about them. However, there will 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 pupil, or where pupils have provided information in confidence
9. As you may know 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). We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in class list and School directory. If you do not wish for this to occur, please inform the School in writing.
11. 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.