



1.1. COLLECTION NOTICE FOR THE COLLEGE

3. Some of the information the College collects is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Laws governing or relating to the operation of a school require that certain information be collected. These include Public Health Orders, Education Act 1990 (NSW), Health Records and Information Privacy Act 2002 (NSW) and Children and Young Persons (Care and Protection) Act 1998 (NSW).
5. Health information about students (which includes information about any disability as defined by the Disability Discrimination Act 1992) is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. Upon request, the College may require medical reports about a student.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the College to release school reports to the mother and father of the student upon request. It is also the policy of the College to allow both the mother and father of the student to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
8. The College may use online or 'cloud' service providers to store personal information and to provide services to the College that involves 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 server which may be situated outside Australia. Further information about the College's use of online or 'cloud' service providers is contained in the College's Privacy Policy.
9. The College may retain certain records for 7 years or more in accordance with the Records Retention Schedule for Non-Government Schools (as amended from time to time). A copy of this schedule can be obtained from www.archivists.org.au.
10. The College may disclose personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - Schools and teachers from another school
 - Government Colleges
 - Catholic Schools NSW (CSNSW), the school's local diocese, 1 0 0 iTf1 0 BTf1 h7.25 Tm C008875 0 595.56



- Anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.
11. The College may collect information by using 'Cookies' and other data collection methods to collect information on website activity such as the number of visitors, pages viewed and the internet advertisement which brings visitors to the College's website. This information does not personally identify individuals.
 12. The Privacy Policy sets out how parents, guardians or students may seek access to personal



1.5. HOW INFORMATION IS COLLECTED

Information is generally collected directly from the person to whom it relates. In many circumstances student information is collected from parents or guardians