



## STANDARD COLLECTION NOTICE

### 1.1. COLLECTION NOTICE FOR ST JOSEPH'S COLLEGE

The Privacy Amendment (Private Sector) Act 2000 (Cth) regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following Standard Collection Notice relates to the purposes for collection of personal information at St Joseph's College ('the College'). In reviewing this Collection Notice and providing us with your personal information, you consent to the collection, use and disclosure of that information in the manner set out below unless you advise the College otherwise.

### 1.2.



includes where possible, using standardised forms such as the enrolment or health disclosure forms. However, the College may also receive personal information by email, letters, notes, via our website, over the telephone, in face-to-face meetings, through financial transactions and through surveillance activities such as the use of CCTV security cameras or email monitoring.

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 carers.
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





17. Unsolicited personal information is personal information received by an APP entity where the entity has taken no active steps to collect the information. The College may destroy, delete or de-identify the personal information as appropriate.

#### 1.4. WHY INFORMATION IS COLLECTED

Information is collected for the primary purpose of providing every student with the opportunity to achieve their educational potential and for other directly related purposes including but not limited to:

- Implementing programs that meet student educational and support needs
- Communicating with parents and carers
- Maintaining the good order and management of the College
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care or other legal obligation, it would have an unreasonable impact on the privacy of others or where the information was provided in confidence.

#### 1.7. DISCLOSURE TO OTHER AGENCIES

The College will only disclose personal and health information to other agencies or persons outside the College in compliance with privacy legislation or as permitted or required by any other law. The College may disclose personal and health information to other government agencies for the purposes of national reporting for example NAPLAN.

The College may disclose personal and health information for research and evaluation purposes under some circumstances. Such disclosure only occurs if it is consistent with privacy legislation, where the research or evaluation will be of public benefit and where the College is confident that personal and health information will be protected against further disclosure.

#### 1.8. PERMISSION TO PUBLISH STUDENT INFORMATION

At enrolment and during a student's enrolment parents and carers are asked to provide permission for the College to publish or release for publication in print and electronic media, information about their child's achievements and activities at the College. Parents and carers should inform the Headmaster if they wish to modify this permission.

#### 1.9. YOUR RIGHTS

The College's Privacy Policy is accessible on the website which sets out how you can address any concerns about the collection or handling of personal or health information. Please contact the College's Privacy Officer at [risk@joeys.org](mailto:risk@joeys.org)