

PRIVACY ACT

In accordance with the Commonwealth Government Privacy Act, and because schools need to collect a range of information for education purposes; we are required to issue the following collection notice. Information regarding further notices and policies will be communicated to you as they are developed.

Collection Notice

1. The school collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the school. The primary purpose of collecting this information is to enable the school to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the *Privacy Act*. We ask you to provide medical reports about students from time to time.
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, system education offices, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.
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 students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, students' activities and other news is published in school newsletters, magazines (and on our website).
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, there will be 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 student or where student have provided information in confidence.