

COLLECTION NOTICE

Appendix to the Enrolment Form: Collection & Use of Personal Information

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The College is a member of Catholic Education Western Australia (CEWA), and collects the information on behalf of CEWA. Collection may be in writing or in the course of conversations. The primary purpose of collecting this information is for the College CEWA to support and administer students' safe participation in the education programme of the College according to law, which will enable students to participate in College and CEWA Activities.

2. Some of the information we collect is to satisfy the College and CEWA's legal obligations, particularly to enable the Principal to discharge their duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include the School Education Act, the Children and Community Services Act, and the System and funding agreements between CEWA and the State and Federal Governments.

4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical information about students from time to time.

5. The College may disclose personal and sensitive information for educational, administrative and support purposes. This may include:

of other College and CEWA, including specialist visiting

and providers of learning and assessment tools;

including the Australian Curriculum, Assessment and Reporting

services to the College CEWA;

information to a

required or authorised to disclose the information to by law, including

is regularly disclosed to their parents/guardians.

Cloud' service providers to store personal information and provide personal information, such as services relating to email, instant applications. Some limited personal information may also be provided to authenticate users that access their services. This personal information may be situated outside Australia. Further information about Cloud' service providers is contained in the College Privacy Policy.

the College website, sets out how parents or students may seek information which the College has collected and holds on behalf of certain circumstances such as where access would have an impact, where access may result in a breach of the College's duty of care to students. Any refusal will be notified in writing

9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.

10. The College may engage in fundraising activities. Information received from you may be used to make appeals to you. It may also be disclosed to organisations that assist in the College'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.

11. On occasions information such as academic and sporting achievements, student activities and similar news is published in the College and CEWA newsletters and magazines, on our intranet and the College's or CEWA's website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permission 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. If you provide the College or CEWA with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that the College or CEWA has collected their information. For more information, please contact the College or CEWA on 0174 714 1489 or 0174 714 1489.