

Standard Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when you are enrolling your child or your child is enrolled at the College. **In reviewing this Collection Notice and providing us with your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.**

1. The College collects personal information, including sensitive information about students and parents or guardians and family members before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all activities of the College.
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Laws governing or relating to the operation of Colleges require that certain information is collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. The College may request medical reports and health information about students from time to time to discharge its legal duty of care to the student and to other students and staff. This includes a student's asthma and anaphylaxis action plans, as well as any other health or medical information which is reasonably likely to impact on the College's ability to provide educational, first aid and related services.
5. A student's health and medical information will be disseminated and used within the College to best meet the College's duty of care responsibilities. This may include the use of photographs with health action plans to facilitate the identification of students who may be at heightened risk.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

6. The College may, from time to time, need to disclose personal and sensitive information to others for administrative and educational purposes. This may include:
 - government departments
 - Catholic Education Office, the Catholic Education Commission, your local diocese
 - other Colleges to facilitate the transfer of a student
 - medical practitioners and people providing educational support and health services to the College, including specialist visiting teachers, sports coaches, tutors, volunteers and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - anyone you authorise the College to disclose information to
 - anyone to whom the College is required or authorised to disclose the information to by law, including under child protection laws.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son.

7. On occasions information such as academic and sporting achievements, student activities and other news is published in the College Annual, e-newsletters, magazines, performing arts programmes, on physical displays throughout the College and on our internet / intranet / social media. This may include photographs and videos of student activities such as sporting events, College events, camps and excursions.
8. As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, training videos and/or the school/CEO website.
9. Parents may seek access to personal information collected about them and their son by contacting the College. Pupils 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
10. As you may know the College will engage in fundraising activities. Information received from you may be used for these purposes. It may also be disclosed to the College's Parent & Friends Association who assist in the fundraising activities of the College. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. We may include your contact details in a class list, roster (for example canteen or performing arts roster) and College directory.
12. If you provide the College 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 College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.
13. The College may also use cloud computing service providers to store personal information (which may include sensitive information) on their servers in the 'cloud'. These servers may be located in or outside Australia. The College's Privacy Policy contains further information about its use of cloud and other third-party service providers.
14. The Mazenod College Privacy Policy is accessible via the College website or from the Administration Office. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others, or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
15. The Privacy Policy also sets out how parents, guardians, students and their family can make a complaint about a breach of the APPs and how the complaint will be handled.

If you have any queries with respect to its content you should contact the Privacy Officer at ronan.jeff@mazenod.wa.edu.au.

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Website: www.mazenod.wa.edu.au