

NAME OF SCHOOL: \_\_\_\_\_

SUBURB: \_\_\_\_\_

## Cairns Catholic Education (CES) Information Collection Notice

**This collection notice is effective from 11 June 2018.**

The following notice applies to all schools and colleges, and Catholic Education Services in the Diocese of Cairns.

1. The school collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the school.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about pupils from time to time.
5. The school may disclose personal and sensitive information for educational, administrative and support purposes. This may include:
  - other schools and teachers at those schools;
  - government departments;
  - Cairns Catholic Education Services, other schools, the local diocese and parish and related church agencies and Catholic Education Commissions (Queensland and National);
  - medical practitioners;
  - people providing educational, support and health services to the School, including specialist visiting teachers, [sports] coaches, volunteers, counsellors and providers of learning and assessment tools;
  - providers of specialist advisory services and assistance to the school, including in the area of Human Resources, child protection and students with additional needs;
  - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority;
  - people providing administrative and financial services to the school;
  - anyone you authorise the school to disclose information to; and
  - anyone to whom the school is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve 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 servers which may be situated outside Australia. Further information about the school's use of on online or 'cloud' service providers is contained in the Cairns Catholic Education Services Privacy Policy.
8. The Privacy Policy Statement, accessible on the school's website, sets out how parents or pupils may seek access to and correction of their personal information which the school 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, Privacy Policy and attachments where access may result in a breach of the school's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The Privacy Policy Statement also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The school may engage in fundraising activities. Information received from you may be used to make an appeal to you. [It may also be disclosed to organisations that assist in the school'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, pupil activities and similar news is published in school newsletters and magazines, on our intranet and website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. The school will obtain permissions from the pupil's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide the school 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 school and why.
13. Catholic Education in the Diocese of Cairns is bound by the *Privacy Act (1988)* and has adopted the 13 Australian Privacy Principles (APPs). Our obligations are outlined in the Privacy Policy and Privacy Policy Statement which details practices and procedures for the use and management of the personal and sensitive information we collect and record. The policy and statement are available on our website [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au). A printed paper copy is available on request.
14. As part of our obligations and duty of care. If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your pupil.

**SIGNATURE**



**PRINT NAME**

**RELATIONSHIP to Student**

**DATE SIGNED**

**STUDENT NAME**