



STANDARD PRIVACY COLLECTION NOTICE

1. St Edward's College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at St Edward's College. The primary purpose of collecting this information is to enable the College to provide schooling for your son.
2. Some of the information we collect is to satisfy the St Edward's legal obligations, particularly to enable St Edward's College to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is 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. Occasionally St Edward's College discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, schools within other dioceses, medical practitioners, and people providing services to St Edward's College, including specialist visiting teachers, Old Boys Association, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents, carers or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in school newsletters, magazines and on our college website.
7. If you do not wish the sharing of information between organisations in relation to your child's enrolment/education at the College, please inform the Principal in writing.
8. Parents may seek access to personal information collected about them and their son by contacting St Edward's College. 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 St Edward's duty of care to the student, or where students have provided information in confidence.
9. As you may know St Edward's College from time to time engages 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 St Edward'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.
10. We may include your contact details in a class list and school directory.
11. If you provide St Edward's 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 St Edward's College and why, that they can access that information if they wish and that St Edward's College does not usually disclose the information to third parties.

