



## SCHOOL PRIVACY POLICY

### COMMONWEALTH PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000

**Standard Collection Notice-** This statement is provided to you by the school and specifically itemises the reasons for collecting information about students and their families and the way in which that information will be used by the school. Please refer to the Parent Information Brochure for further explanation.

1. This School (and the Catholic Education Office, Sydney) 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. 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 is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils 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 disclosure to other schools, government departments, Catholic Education Office Sydney, the Catholic Education Commission, NSW, your local diocese and the parish, Schools within other Dioceses/other Diocesan offices, medical practitioners, and people providing services to the School, including specialist visiting teachers, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil 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. 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 School's *duty of care* to the pupil, or where pupils have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. 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 (where, in general, access is limited to school staff).
11. 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

## USE OF STUDENT PHOTOS AND VIDEO IMAGES

**Photos and video footage of students are used regularly by schools for a number of purposes and under current legislation this practice can continue.**

- a) **Situations covered by the Standard Collection Notice.** The Standard Collection Notice covers schools for the use of photo images in school or system-based publications. In the following cases the school is NOT required to collect any permission from students/families for the use of students images :
- the school magazine
  - school newsletters
  - *About Catholic Schools*
  - school notice boards
  - photos taken by an authorised member of the press e.g. when a local politician visits the school and brings a press photographer along.
  - photo or video images taken by families at school functions.

These situations are generally for the purpose of praising or promoting the efforts of the student or the school, are not for the purpose of direct marketing and are a reasonably expected use of students images when enrolling at a school. **However, any photos or video taken by families must be for personal use only and not posted in any public places outside of the school.**

Principals will :

- inform the school community of the impending use of photo or video via the newsletter
  - afford families the right to inform the school of any issue that would negate the use of their child's image in such a way.
- b) **Situations requiring specific permission.** Any use of photos or video for the **direct marketing** of the school or system or for use in the public domain, require the school to obtain specific permission from families. Some examples include:
- paid advertisements in local newspapers
  - any images that could be accessed via the world wide web.

These situations are, in most instances, for the purpose of directly marketing the school or for another purpose for which the school is required to obtain permission.

Parents/carers should notify the Principal immediately if any circumstance arises that would prevent the school from using their child's photo or video images as outlined above.