

## **COLLECTION NOTICE**

With the introduction of the Privacy Act (December 2001) it is important that parents are aware of the ways in which the College may use the information we have on record. The following indicates the possible uses of this information:

1. Holy Cross College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist teachers, sports coaches and volunteers.
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 student academic and sporting achievements, pupil activities and other College/student news is published in various media outlets such as College publications (College newsletters, College Year Book, the College website etc) student files, newspapers, community magazines and others. Information may be used for the promotion of the College, College public relations, documentation and the recognition of student achievement. Each year visual imagery (photographs and videos) are taken of the students which are also used in these ways.
8. Parents may seek access to personal information collected 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.
9. As you may know Holy Cross College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you.
10. 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 the College does not usually disclose the information to third parties.

Unless parents instruct us otherwise we assume permission to use the information in the ways outlined above. If you have any concerns or questions please contact the Principal.