



Standard Collection Notice

1. The Service collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a child's enrolment at the Service. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the Service to provide education to the child and enable them to take part in all the activities of the Service.

2. Some of the information we collect is to satisfy the Service's legal obligations, particularly to enable the Service to discharge its duty of care.

3. Laws governing or relating to the operation of a service 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 under the Privacy Act. We may ask you to provide medical reports about children from time to time.

5. The Service from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to government departments, the Diocesan Catholic Education Offices, the Queensland Catholic Education Commission, the Service's local diocese, School and the parish, Schools within other Dioceses, medical practitioners, and people providing services to the Service, including specialist visiting teachers, coaches, volunteers and counsellors.

6. Personal information collected from children is regularly disclosed to their parents or guardians.

7. The Service may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.

8. Catholic Education Rockhampton's Privacy Policy sets out how parents or children 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 Service's duty of care to the child, or where pupils have provided information in confidence.

9. Catholic Education Rockhampton's Privacy Policy also sets out how you may complain about a breach of privacy and how the Service will deal with such a complaint.

10. As you may know the Service 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 organizations that assist in the Service'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 achievements, child activities and similar news is published in Service newsletters and magazines and on our website. Photographs of child activities such as excursions may be taken for publication in Service newsletters and magazines and on our intranet. The Service will obtain separate permissions from the child's parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the service or otherwise make it available to the public such as on the internet.

12/13. If you provide the Service 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 Service and why, that they can access that information if they wish and that the Service does not usually disclose this information to third parties.