

# HOLY SPIRIT SCHOOL



## STANDARD COLLECTION NOTICE POLICY

Is distributed with all enrolment forms to parents/guardians. It is updated annually. It seeks to achieve a combination of ensuring the parents/guardians are reasonably aware of the matters specified in NPP1.3 and also to obtain consent for uses and disclosures of personal information that may not be regarded as being for Primary or secondary related (or directly related) purposes to the collection.

The 'Notice' includes:

1. Holy Spirit School collects personal information, including sensitive information about its students and parents/guardians before and during the course of enrolment at the school. The primary purpose for collecting this information is to enable the school to provide an education for your child/children.
2. Some of the information is to satisfy legal obligations, particularly to enable the school to meet its Duty of Care.
3. Some of the information is to satisfy Public Health and Child Protection Laws.
4. Health information about students is sensitive information within the terms of the Natural Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. 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.
6. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This may include: other schools, government departments and agencies, medical practitioners, counsellors ...
7. The school may also collect and disclose personal information in accordance with the Education Act or Child Protection Legislation. Information provided to the NSW Board of Studies and ACARA may be published in accordance with government requirements on the My School website.
8. Other personal information (academic, sporting, ...) is published in school newsletters and on our school website.
9. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students may also seek access to personal information about them. However, access can be denied if it is deemed to have an unreasonable impact on the privacy of others.
10. We may include your contact details in a class list and school directory.
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 and why.

12. The school may utilize service providers for certain services including data storage. The school’s email service provider may store and process emails outside Australia. The school’s service provider may also store data outside Australia.

<b>Date Ratified</b>	<b>Principal’s Endorsement</b>	<b>Review Due</b>