

# STANDARD COLLECTION NOTICE



1. SPW collects personal information, including sensitive information about students and parents or caregivers before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable SPW to provide schooling to the student and enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable SPW to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. SPW, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes other schools, government departments, the School's local diocese and the parish, Schools within other Dioceses, medical practitioners and people providing services to the School, including visiting teachers and specialists, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents and/or caregivers.
7. SPW may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students 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 School's duty of care to the student, or where students have provided information in confidence.
9. The School's Privacy Policy also sets out how you may complain about a breach of privacy and how SPW will deal with such a complaint.
10. 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. (It may also be disclosed to organisations that assist in the School'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 academic and sporting achievements, student activities and similar news is published in School newsletters, magazines, website and social media sites. Photographs of students' activities such as sporting events, school camps and schools excursions may be taken for publication in School newsletters, magazines, website and social media sites. SPW will obtain permissions from the student's parent or caregiver at the time of enrolment and will request these are confirmed annually.
12. We may include students and students' parents contact details in a School directory, known as the Buzz Book. SPW will obtain permissions from the student's parent or caregiver at the time of enrolment and will request these are confirmed annually.
13. If you provide SPW 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, so that they can access that information if they wish and that the School does not usually disclose this information to third parties.