



COLLEGE STATEMENT ON COLLECTED INFORMATION

This Statement has been prepared within the guidelines of the Australian Privacy Principles under the Privacy Act.

1. The College collects personal information, including sensitive information about students and parents or carers before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter and to enable her to take part in all the activities of the College.
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. Laws governing or relating to the operation of a school require that certain information be collected and disclosed. These include relevant Education Acts, and 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. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other educational institutions, relevant government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish (if appropriate), medical practitioners, and people providing services for the College, including specialist visiting teachers, coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to parents or guardians. On occasions it is published in College newsletters and magazines and on our website.
7. The College may store personal information in the 'cloud' which may mean that it resides on secure servers which are situated outside Australia.
8. Parents may seek access to personal information collected about them and their daughter by contacting the College Principal. 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 student, or where students have provided information in confidence.
9. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. The College, from time to time, engages in social and fundraising activities. The information received from you may be used to invite you to community building activities and to make an appeal to you. It may also be disclosed to organisations that assist in the College'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 College newsletters and magazines, on our website and other digital media. Images (including video) of students and student activities such as sporting events, camps and excursions may be taken for publication in College newsletters and magazines, on our website and other digital media. All parents sign Page 18 of the College Planner, which grants permission to use information about and images of their daughter for the purposes stated.
12. If you provide the College with the personal information of others, such as doctors or emergency contacts, you should inform them that you are disclosing the information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties.

13. The information will be held by the College in our archives unless you request the information to be destroyed. Some information may be kept to satisfy legal requirements.
14. The College may include your contact details in a class list to be distributed to the P&F Association and to other parents of your daughter's year. Please advise the College Registrar if you do not agree to this.
15. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.

Enquiries

If you would like further information about the way Monte Sant' Angelo Mercy College manages the personal information it holds, please contact the Principal on 9409 6200.

Reference: 'AIS Standard Collection Notice' in *Privacy Compliance Manual*, April 2014

ENDORSED BY:	COLLEGE EXECUTIVE
MANAGEMENT RESPONSIBILITY:	PRINCIPAL
DISTRIBUTION:	PARENTS
EFFECTIVE TO:	20 NOVEMBER 2015