



## COLLECTION NOTICE

### *Appendix to the Enrolment Form: Collection and Use of Personal Information*

This document reflects the policy and procedures of Aranmore Catholic College on the collection and use of personal information as prescribed by the federal *Privacy Act, 2001*.

1. Aranmore Catholic College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. **The primary purpose of collecting this information is to enable the College to provide an education for your child.**
2. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge our duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include the Education Act, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical information or reports about students from time to time.
5. The College occasionally discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government agencies, the Catholic Education Office and Commission, our Diocese and local parishes, medical practitioners, and people providing specialist services to the College, including specialist visiting teachers, psychologists, coaches, volunteers and counsellors.
6. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of a child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic, special and sporting achievements, pupil activities, and other news is published in the College Newsletter, College Annual and on our website.

8. Parents may seek access to personal information collected about them and their child by contacting the Student Services Office within the College in writing. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions 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. From time to time, the College engages in fundraising activities. Information received from you may be used to allow the College to make an appeal to you. It may also be disclosed to an organisation contracted by the College to assist in fundraising activities **but solely for that purpose**. We will not disclose your personal information to any third party for their own marketing purposes without your consent.
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, that they can access the information if they wish, and that the College does not usually disclose the information to third parties.
11. Personal information provided to the College about the student may be made available to State and Commonwealth Regulatory Authorities.

**This document is an Appendix to the College Enrolment Form in which you seek to enrol your child into Aranmore Catholic College. In signing that Enrolment Form, you acknowledge that you have read this document and agree to its provisions. In so doing, you also agree to the future collection of information as may be reasonably required by the College from time to time in the education of your child as allowed under the Privacy Act, 2001.**

**Examples of personal information collected by and/or held by the College include but are not limited to:**

**Student:** Names, Date and Place of Birth, Address (Residential and/or Postal), Telephone Numbers, Gender, Names of Siblings, Nationality, Country of Birth, Residency Status, Ethnicity, Aboriginality, Religion and Religious status, Previous Schools, Languages Spoken, Family Doctor (Name, Address, Telephone), Medicare Number (for emergency use), Emergency Contact Person (Name, Address, Telephone), Immunisation History, Medical Conditions and Illnesses, Medication Requirements, Special Needs, Special Interests or Abilities, Library Books Borrowed, Library Overdue Notices, Academic Results, Sporting Results, Cultural Activities, Form Group, Year Level, Literacy Levels, Learning Styles, Absences, Explanations of Absence, Notices of Suspension, Out of School Achievements, Excursion or Travel Activities, Incident Reports, Photographic Images, Exhibitions of Student Work, Detention Notices, Progress Reports, Student Referrals, Sickbay Records, and/or Debt Collection Agencies.

**Parent or Guardian:** Names, Date and Place of Birth, Address, Telephone Numbers, Gender, Nationality, Country of Birth, Residency Status, Ethnicity, Religion and Religious Status, Languages Spoken, Occupation, Employer, Marital Status, Custody Arrangements, Family Court Orders, Court Restraining Orders, and/or Debt Collection Agencies.

If you have any questions please do not hesitate to contact the College on 9444 9355.