

ST MARY'S COLLEGE

EST. 1869

PRIVACY COLLECTION NOTICE

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1. St Mary's College collects personal information, including sensitive information, (within the meaning of those terms within the *Privacy Act 1988* (Cth)) about students and parent(s)/ caregiver(s) 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 to students and to enable the students to take part in 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 College require certain information to 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 1988 (Cth). We may ask you to provide medical information and reports about students from time to time.

5. The College, as required by law or as appropriate to discharge its duties, may disclose personal and sensitive information for educational, administrative and support purposes to other schools, government departments, educational authorities, medical practitioners, and people and organisations providing educational, support, health, administrative and financial services to the College.

6. Personal information collected from students is regularly disclosed to their parent(s)/caregiver(s).

7. The College may store personal information online, which may mean that it resides on servers that are situated in and outside Australia.

8. The College Privacy Statement sets out how parents or students may seek access to personal information which the College has collected and holds. However, access may be refused in certain circumstances such as 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 Grievance Policy sets out how parent/ caregiver(s) and student(s) can register a complaint about a breach of privacy and how the College will handle such a complaint.

253 Franklin Street, Adelaide, SA 5000
Tel 08 8216 5700
accounts@stmarys.sa.edu.au
www.stmarys.sa.edu.au

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10. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own private marketing purposes (separate to that of the College) without your consent.

11. On occasions, information including photographs and videos about academic and sporting achievements, student activities and similar news are published in College newsletters, magazines, social media platforms, or the College website. The College will obtain permissions from the parent.

12. We may include students' and parents' contact details in class lists and the College directory.

13. 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.

14. In situations where parents/caregivers are separated, it is the policy of the College to release school reports to both parent/caregiver of the student upon request. It is also our policy to allow both parents to attend parent/teacher/ student interviews upon request, unless the release of such information is prevented by a Court Order.

15. In the event of default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency and you will be responsible for the collection costs.