Information Collection Notice

1. The School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

2. Some of the information we collect is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information be collected. These include Public Health, e.g., notification of contagious diseases and Child Protection Legislation.

4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, government agencies and statutory boards [the Catholic Education Commission, the NSW Board of Studies, the Australian Curriculum, Assessment and Reporting Authority (ACARA)], medical practitioners, and people providing services to the School, including specialist visiting teachers, (sports) coaches, counsellors and volunteers.

6. In addition to the agencies and purposes cited at 5 above personal information relating to students and parents may also be made available, in accordance with Australia Government requirements, to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.

7. The school from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.

8. 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.

9. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting and co-curricular achievements, pupil activities and other news is published in School newsletters, magazines, on our website and potentially in a range of external media including newspapers, television and promotional material.
10. The school may store personal information in the “Cloud” which may mean that it resides on servers which are situated outside Australia.

11. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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 pupil, or where pupils have provided information in confidence.

12. 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.

13. We may include your contact details e.g. name, address, mobile and home phone number, in a class list and School directory. If you do not agree to this please indicate this on the contact details form.

14. 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 to the School and why, in order for them to access that information if they wish and that the School does not usually disclose the information to third parties.

15. The school logs and records internet activity & email messages on all school devices. Reports are periodically generated for the purpose of pastoral care and security. The details will only be used for internal purposes at KRB.

16. The school Privacy Policy also sets out how you may complain about a breach of privacy and how the school will deal with such a complaint. The Privacy Policy is available on the school website for your information. Please use the following link http://www.krb.nsw.edu.au/1952/our-school/our-policies

Name: _____________________________________________

Signature: ___________________________________________

Family No: ________________ Date: _____/__/____

Reviewed February 2016