KINCOPPAL – ROSE BAY
SCHOOL OF THE SACRED HEART

Information Collection Notice

1. Kincoppal – Rose Bay School ('the School') collects personal information, including sensitive information about students and their parents or guardians before and during a student's enrolment at the School. We collect this information so we can provide education, meet our duty of care, comply with legal obligations and carry out administrative activities that support students to participate in school programs and activities.
2. Laws including education, public health and child protection legislation require us to collect certain information.
3. Health information is sensitive information under the *Privacy Act 1988*. We may collect this with your consent or where permitted or required by law, including in supporting student wellbeing and safety.
4. If we cannot collect certain information, we may not be able to enrol or continue the enrolment of a student. This is particularly relevant where the information is needed to manage health and safety risks.
5. Access to personal information is limited to staff and service providers who need it to perform their roles, and is managed in accordance with the School's policies and procedures.
6. We may disclose personal and sensitive information for educational, administrative and wellbeing purposes. This includes disclosure to:
   - other schools and education authorities
   - government departments and regulators
   - service providers, including learning, wellbeing, health and IT platforms
   - medical practitioners and allied health providers
   - contractors, coaches, volunteers and specialist staff
   - organisations that support school operations, including administrative and financial services
   - anyone you authorise, and anyone required or permitted by law, including under child protection laws.
7. We only disclose personal information where it is necessary for these purposes and take reasonable steps to ensure that third parties handle personal information in accordance with Australian privacy laws.
8. We will usually share information about a student with their parents or guardians so we can support the student's education and wellbeing. In some situations, we may limit what is shared. This includes where we are required or permitted by law to do so, or where sharing the information could affect the safety or wellbeing of the student or another person.
9. We use online and cloud-based systems to store and manage personal information and to support school operations, including communication and learning systems. Some service providers may store or access personal information outside Australia. Where practicable, details of likely overseas locations are set out in our Privacy Policy. We take reasonable steps to ensure that service providers handle personal information in

accordance with Australian privacy laws, including through contractual and security controls.

10. We retain personal information only for as long as necessary to fulfil the purposes described in this Notice or as required by law. When information is no longer required, we take reasonable steps to destroy or de-identify it.
11. Our Privacy Policy explains how you can access and correct your personal information, and how to make a complaint. In some situations, we may refuse access, including where it would have an unreasonable impact on the privacy of others, where it could affect our duty of care, or where information has been provided in confidence. If we refuse access, we will tell you in writing and explain why, where appropriate. You can contact us about privacy matters by emailing privacy@krb.nsw.edu.au or by calling the School on (02) 9388 6000 and asking to speak to the Head of Junior School or the Head of Senior School.
12. We may use your contact details to communicate with you about school activities, events alumni engagement, advancement and fundraising activities. We may also share limited information with service providers who assist with these activities, only for that purpose. We do not share your personal information with third parties for their own marketing purposes without your consent. You may opt out of these communications at any time by emailing privacy@krb.nsw.edu.au or by calling the School on (02) 9388 6000 and asking to speak to the Head of Junior School or the Head of Senior School. This does not apply to essential School communications, including communications about student education, wellbeing, safety, administration, enrolment or legal obligations.
13. We may include limited contact details in class lists or school directories shared within the school community. You can request that your details are not included by emailing privacy@krb.nsw.edu.au or by calling the School on (02) 9388 6000 and asking to speak to the Head of Junior School or the Head of Senior School.
14. We may publish student achievements, activities and events in school communications, including newsletters, websites and internal platforms. We will seek consent before using images or information for public promotional purposes.
15. If you provide us with personal information about another person, you should tell them you have done so and refer them to this notice.
16. Our Privacy Policy also explains how we handle complaints about privacy breaches. The Privacy Policy also outlines how we respond to data breaches.
17. The Privacy Policy is available on our website at https://www.krb.nsw.edu.au/about-us/our-policies/

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