COLLEGE STATEMENT ON COLLECTED INFORMATION

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

1. The 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 schooling for your daughter.

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. Certain laws governing or relating to the operation of schools require that certain information be collected. You may contact the College if you have any questions about this.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We require medical reports about students from time to time. If you do not consent to us obtaining this information you must advise us in writing.

5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other educational institutions, relevant government departments, 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 and volunteers.

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. 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 release would have an unreasonable impact on the privacy of others or where release may result in a breach of the College’s duty of care to the student.

8. 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.

9. 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.
10. 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.

11. 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. If you do not agree to this, you must advise us now.

12. 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.