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## Privacy Policy

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<b>Effective Date</b>	May 2012
<b>Review Date</b>	May 2014
<b>Associated Documents</b>	• N/A

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The purpose of this policy is to protect all members of the St Joseph's College community in relation to privacy and the use and collection of personal and sensitive information.

### Collection Notice to families:

1. St Joseph's College collects personal information, including sensitive information about students and parents or guardians, before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/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 operations of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about a student is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The College from time to time may disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, Catholic Education Office, the Catholic Education Commission, your local Diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
6. 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.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic or sporting achievements, pupil activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasion 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 College's duty of care to the pupil, or where students have provided information in confidence.
9. As you may know, the College 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 College'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.
10. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us now.
11. 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 that information if they wish and that the College does not usually disclose the information to third parties.
12. The College often uses photographs of students for school, parish and diocesan magazines and also for school promotional material. Please advise us if you do not wish this to happen in respect to your son or daughter.