

1. The Diocese of Maitland-Newcastle Catholic Schools Office (CSO), both independently and through its schools, collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the school. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the school to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the school.
2. Some of the information we collect is to satisfy the CSO and the school's legal obligations, particularly to enable the CSO and school to discharge its duty of care.
3. Laws governing or relating to the operation of a school require that certain information is collected. These include: *Education Act 1990 (NSW)*, *Health Records and Information Privacy Act 2002 (NSW)* and *Children and Young Persons (Care and Protection) Act 1998 (NSW)*.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The CSO and school from time to time discloses personal and sensitive information to others for administrative, educational and support purposes. This may include to:
 - other schools and teachers at those schools
 - government departments
 - the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and schools within other dioceses
 - medical practitioners
 - people providing educational, support and health services to the school, including specialist visiting teachers, sport coaches, volunteers, counsellors and providers of learning and assessment tools
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority
 - people providing administrative and financial services to the CSO and school
 - anyone you authorise the CSO and school to disclose information to
 - anyone to whom the CSO and school is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The CSO and school may use online or 'cloud' service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services.

This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the school's use of online or 'cloud' service providers is contained in the CSO's Privacy Policy.

8. The CSO's Privacy Policy, accessible on the CSO website, sets out how parents or students may seek access to and correction of their personal information which the school 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 CSO or school's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The CSO's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the complaint will be handled.
10. The school may engage 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.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on our intranet and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permissions annually from the student's parent or guardian (and from the student if appropriate) if we would like to include such photographs or videos or other identifying material in our promotional material or otherwise make this material available to the public such as on the internet.
12. If you provide the CSO or 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 and why.

