CBC FREMANTLE

Standard Collection Notice

1. CBC Fremantle (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. This may be in writing or in the course of conversations.

   The primary purpose of collecting this information is to enable the College to provide schooling to students enrolled at the College, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the College.

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. Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education, Public Health and Child Protection requirements.

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 College may disclose personal and sensitive information for educational, support and administrative purposes. This may include to:
   - College staff;
   - Government departments;
   - Edmund Rice Education Australia Governing Body and Administration
   - Other Colleges within other Edmund Rice Education Australia
   - Medical practitioners;
   - People providing educational, support and health services to the College, including specialist visiting teachers, [sports] 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 College;
   - Anyone you authorise the College to disclose information to; and
   - Anyone to whom the College is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from students is generally disclosed to their parents or guardians.

7. The College may use online or 'cloud' service providers to store personal information and to provide services to the College 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 that may be situated outside Australia. Further information about the College's use of on online or 'cloud' service providers is contained in the College's Privacy Policy.

8. The College's Privacy Policy is accessible on the College's website and sets out how parents or students may seek access to and correction of their personal information collected and held by the College. However, access may be refused in certain circumstances such as where:
   - Access would have an unreasonable impact on the privacy of others;
   - Access may result in a breach of the College's duty of care to the student;
   - Students have provided information in confidence.

   Any refusal will be communicated in writing with reasons, if appropriate.

9. The College'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 College 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 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.

11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters and magazines, on our intranet and website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions.

12. The College will obtain permission from the student's parent or guardian (and from the student if appropriate) if it wishes to use personal information such as photographs, videos or other identifying material in promotional material or otherwise make this material available to the public.

13. 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.