



St Cecilia's Catholic Primary School

COLLECTION OF INFORMATION/DISCLOSURE

STUDENT'S NAME:

I/We understand and agree that the following items will apply in regards to the collection and disclosure of information.

The School (the Diocese both independently and through its schools) collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the school. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.

Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.

Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public and Child Protection (if appropriate) Laws.

Health information regarding pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act.

We ask you to provide medical reports about pupils from time to time.

The school from time to time discloses 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 Schools within other Dioceses (if appropriate), medical practitioners, and people providing services to the school including specialist visiting teachers, sports coaches, volunteers and counsellors.

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.

Personal information collected from pupils is regularly disclosed to their parents/guardians (On occasions information such as academic and sporting achievements, pupil activities and other news is published in the school newsletters, magazines.)

Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions 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 school's duty of care to the pupil, or where pupils have provided information in confidence.

Faith Family Friendship

As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you for the school's fundraising activities. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

We may include your details in a class list and school directory.

If you provide the school with personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

Any Psychological reports compiled regarding your son/daughter (with your prior consent) cannot be forwarded or divulged without consent of the author.

Occasionally and from time to time your son/daughter may be photographed (this will be by standard camera equipment, digital camera or video camera) during a school activity. Such photographs may be used as part of a classroom/school presentation, included in the school newsletter, published in the local newspaper, or the parish diocesan magazine. Your child's name and class will not accompany the photograph unless your permission has been sought. Occasional media coverage of events will also take place via the local Television networks and your child may be included in an item prepared for local television.

DISCLOSURE

Do you agree that the information supplied by you to the school will be dealt with in the manner outlined above?

Yes/No

Male Parent/Guardian

Yes/No

Female Parent/Guardian

DISCLOSURE

Do you agree to images of your child being published on occasion in the manner outlined above?

Yes/No

Male Parent/Guardian

Yes/No

Female Parent/Guardian