

Standard Collection Notice

1. Mater Dei 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. 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 pupils enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable pupils to take part in all the activities of the School.

2. 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.

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

4. Health information about pupils 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 pupils from time to time.

5. Mater Dei may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:

- other schools and teachers at those schools;
- government departments;
- Catholic Education Offices, the Catholic Education Commission, the school's local diocese and the parish, other related church agencies/entities, and school's within other dioceses/other dioceses;
- medical practitioners;
- people providing educational, support and health services to Mater Dei, including specialist visiting teachers, coaches, volunteers and counselors 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 School;
- anyone you authorise Mater Dei to disclose information to; and
- anyone to whom Mater Dei is required or authorised to disclose the information to by law, including children protection laws.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. Mater Dei 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.

8. Mater Dei's Privacy Policy, accessible on the School's website, sets out how parents/guardians or pupils 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 Mater Dei's duty of care to the pupil, or where pupils have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.

9. Mater Dei's Privacy Policy also sets out how parents/guardians and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.

10. Mater Dei 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 Mater Dei'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, pupil 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 pupil activities such as sporting events, school camps and school excursions. Mater Dei will obtain permissions annually from the pupil's parent or carer (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. We may include pupils' and pupils' parents'/guardians contact details in a class list and School directory.

13. If you provide Mater Dei 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 School and why.

