



Catholic Education
Diocese of Rockhampton



Standard Collection Notice

1. Holy Spirit College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at Holy Spirit College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable Holy Spirit College 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 Holy Spirit College.
2. Some of the information we collect is to satisfy Holy Spirit College's legal obligations, particularly to enable Holy Spirit College 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 and Privacy Amendment (Enhancing Privacy Protection) Act 2012*. We may ask you to provide medical reports about pupils from time to time.
5. Holy Spirit College 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 Office, the Catholic Education Commission, the School's local diocese and the parish, other related church agencies/entities, and Schools within other Dioceses/other Dioceses;
 - medical practitioners;
 - people providing educational, support and health services to the School, 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 School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. Holy Spirit College 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 Holy Spirit College's use of on online or 'cloud' service providers is contained in the School's Privacy Policy.
8. Catholic Education Rockhampton's Privacy Policy, accessible on Holy Spirit College's website, sets out how parents or pupils may seek access to and correction of their personal information which the College 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 Holy Spirit College'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. Catholic Education Rockhampton's Privacy Policy also sets out how parents and pupils can make a complaint about a breach of the APPs and how the complaint will be handled.
10. Holy Spirit 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 Holy Spirit 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, pupil activities and similar news is published in Holy Spirit College newsletters and magazines, on social media, our intranet, and on our website. This may include photographs and videos of pupil activities such as sporting events, school camps and school excursions. Holy Spirit College will obtain permissions from the pupil'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. [We may include pupils' and pupils' parents' contact details in a class list and internal School directory.]
12. If you provide Holy Spirit 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 Holy Spirit College and why.

Note: The above Catholic Education Diocese of Rockhampton Standard Collection Notice was the latest as at time of printing. Please refer to Catholic Education Diocese of Rockhampton website for updates.