



# Mercedes College

ASPIRE EXCEL LEAD

## PRIVACY ACT COMPLIANCE Standard Disclosure

1. Mercedes College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter.
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. Certain laws governing or relating to the operation of schools, including Public Health and Child Protection laws, require that certain information is collected.
4. Health information about 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.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your daughter.
6. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, agencies and statutory boards and authorities (Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, other Catholic schools, the Australian Curriculum Assessment and Reporting Authority (ACARA)) medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.
- 6a. In addition to the agencies and purposes cited at 6 above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements to ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.
7. The College from time to time may also collect and disclose personal information about current or prospective students in accordance with the Education Act or child protection legislation.
8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the College newsletter, annual, media and on our website.
9. Parents may seek access to personal information collected about them and their daughter by contacting the College. 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 College's duty of care to the pupil, or where pupils have provided information in confidence.
10. As you may know the College from time to time engages 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. We may include your contact details in a class list and College directory. If you do not agree to this you must advise us accordingly.
12. 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; that they can access that information if they wish and that the College does not usually disclose the information to third parties.



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