Recent amendments to the Commonwealth Privacy Act 1988 have been added to ensure that organisations handle “personal information” in a responsible manner. They aim as far as possible to establish a nationally consistent approach to the handling of personal information. The Privacy Act will govern how schools must handle personal information. St Mary's School Greensborough has developed this Standard Collection Notice in accordance with amendments to the Privacy Act and within the strict guidelines provided by the Catholic Education Commission of Victoria.

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

2. Some of the information we collect is to satisfy St Mary's School's legal obligations, particularly to our school to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.

4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5. St Mary's School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other school, government departments, the Catholic Education Office, the Catholic Education Commission, the Archdiocese and St Mary's parish, medical practitioners, and people providing services to St Mary's, including specialist visiting teachers, sports coaches and volunteers.

6. 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.

7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in St Mary's School's Canadela newsletter, magazines and in the future, may also appear on our website.

8. Parents may seek access to personal information collected about them and their son/daughter by contacting the school. Students 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 St Mary's School's duty of care to the student, or where students have provided information in confidence.

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

10. We may include your contact details in a class list and St Mary's directory or make contact details available to our Parent Classroom Rep to assist their role. (If you do not agree to this you must advise us now.)

If you provide St Mary's 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 St Mary's and why, that they can access that information if they wish and that St Mary's School does not usually disclose the information to third parties.