Standard Collection Notice

1. John XXIII 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 child/ren.

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 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 your child/ren from time to time.

5. The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. These include, but are not limited to, other educational institutions, government departments, Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information important to the College, as referred to above, we may not be able to enrol or continue the enrolment of your child/ren.

7. 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 College newsletters, magazines and on our website. Such information may be in either or both print and photographic format.

8. As part of the College’s publicity activities there may, on occasion, be situations whereby the College, Catholic Education Office (CEO) or local media will take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, news items, training videos and/or the school/CEO website. Should you not want your child/ren to feature in such publicity, it is your responsibility to advise the college.

9. Parents/guardians may seek access to personal information collected about them and their child/ren by contacting the College. Pupils may also seek access to personal information about them. Access will be by formal request to the Principal. 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. [Such information may be disclosed to organisations which assist in the College’s fundraising activities and be disclosed 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 now.

12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them 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.