1. The School 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 the School to provide effective schooling for your child.

2. Some of the information the School collects is to satisfy the School’s legal obligations, particularly to enable the School to discharge its duty of care.

3. Certain laws governing or relating to the operation of schools require that certain information be 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. The School will ask you to provide medical information about your child from time to time.

5. If the School does not obtain the information referred to above it may not be able to enrol or continue to enrol your child.

6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes information provided to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers. Personal information is also disclosed from time to time in School publications, to the Parents and Friends Association, the Macarthur Foundation and to Peripatetic Music Staff.

7. Personal information collected from students is regularly disclosed to their parents, guardians and the School community. On occasions information such as academic and sporting achievements, student activities, photographs with names and video footage as well as other news is published in such places as school newsletters, DVDs, magazines, reports, in general advertising and on the School’s web site.

8. The School 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 School’s fundraising activities – but solely for that purpose. The School will not disclose your personal information to third parties for their own marketing purposes without your consent.

9. The School will include your contact details in a class list or an internal School directory. This information will only be used for School purposes. For example, should a child be injured at sport, such information will be used to contact you.

10. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. There will be, however, occasions when access is denied. Such occasions may include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School’s duty of care to the student, or where students have provided information in confidence.

11. If you provide the School with the personal information of others, such as doctors or emergency contacts, the School encourages you to inform them that you are disclosing that information to the School and why. You should also inform them that they can access that information if they wish and that the School does not usually disclose the information to third parties.

May 2008