



St Matthew's School

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INFORMATION COLLECTON NOTICE FOR PARENTS

1. St Matthew's School collects personal information including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at St Matthew's School. The primary purpose of collecting this information is to enable St Matthew's School to provide schooling for your son/daughter.
2. Some of the information we collect 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 is collected. These include Public Health and Child Protection laws.
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. St Matthew's School from time to time discloses personal and sensitive information to others for administration and educational purposes. This includes to other schools, government departments, Catholic Education Office, Catholic Education Commission, the Bunbury Diocese and St Matthew's Parish, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
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 pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news, including photographs, is published in St Matthew's School Newsletter. If you would prefer your child's photo not to appear in our Newsletter please make note in space provided for comment.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may 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 be result in a breach of St Matthew’s School’s duty of care to the pupil, or where pupils have provided information in confidence.

- 9. As you know St Matthew’s from time to time engages in fund raising 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 will include your contact details in a class list and School directory – kept in the school office.
- 11. If you provide St Matthew’s with the personal details of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access the information if they wish and that St Matthew’s School does not usually disclose the information to third parties.
- 12. If your child changes schools, personal information collected by St Matthew’s School will be forwarded to the new school.

I _____ agree to the guidelines regarding the collecting of information for my child/children

Please print the names of your children:

SIGNED: _____ DATE: _____ 2004/5

Comment:
