



Standard Collection Notice

1. Mount Carmel College collects personal information, including sensitive information about students, parents and carers before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the student and to enable them to take part in all the activities of the College.
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. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education, public health and child protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988*. We may ask you to provide medical reports about students from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative, educational and pastoral care purposes, including facilitating the transfer of a student to another school. Information is disclosed to other schools, government departments, the Tasmanian Catholic Education Office, the Tasmanian Catholic Education Commission, the College's local diocese and the parish, medical practitioners, and people providing services to the College, 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 daughter or son.
7. Personal information collected from students is regularly disclosed to their parents or carers.
8. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. The College's Privacy Policy sets out how parents, carers and students may seek access to personal information collected 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 student, or where students have provided information in confidence.
10. The College's Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.



**Mount
Carmel
College**

We nurture.
We challenge.
We care.

11. 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.
12. On occasion information such as academic and sporting achievements, student activities and similar news is published in College bulletins, the College magazine and on our website. Photographs of student activities such as sporting events, camps and excursions may be taken for and published in the bulletins, the College magazine and on our website. The College will obtain separate permission from parents or carers if we wish to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public, such as on our website.
13. We may include students', parents' and carers' contact details in a class list and College directory.
14. 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 this information to the College and the reasons why. They should be informed that they can access the information if they wish to and the College does not usually disclose this information to third parties.