



CERDON COLLEGE  
Sherwood Road  
(PO Box 277)  
MERRYLANDS 2160  
FAX: 9681 5643  
Phone: 9632 8759  
9632 8961

## PRIVACY POLICY: STANDARD COLLECTION NOTICE

1. Cerdon College in the Diocese of Parramatta collects personal information, including sensitive information, about pupils and parents or guardians before and during the course of a pupil's enrolment at Cerdon College. The primary purpose of collecting this information is to enable the school to provide schooling for your daughter.
2. Some of the information we collect is to satisfy our 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. The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the School, including specialist visiting teachers and counsellors, 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 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 is published in school and diocesan newsletters, magazines and websites.
8. Parents may seek access to personal information collected about them and their daughter by contacting the school. Pupils 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 the school or diocese's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know from time to time the school 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 school and diocesan fundraising activities. 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 school directory.
11. If you provide us 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 the school and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.

### **Special Note:**

Photos of children are used for various communication medium including school and Catholic Education Office websites, school and system publications, newsletters and enrolment posters. If any parent or guardian does not want their child's photo used in any of these communication mediums, please inform the principal.