



## ENROLMENT COLLECTION OF INFORMATION NOTICE

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1. Kilbreda College collects personal information, including sensitive information about students and parents or guardians 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 Kilbreda 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 College require certain information to be collected and disclosed. These include relevant Education Acts, and 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. We may ask you to provide medical reports about students from time to time.
5. From time to time Kilbreda College discloses personal and sensitive information to others for administrative and educational purposes, including facilitating the transfer of a student to another school. This includes to other schools, government departments [Catholic Education Office, the Catholic Education Commission, the College's local diocese and the parish, Schools within other dioceses/other dioceses]\*, medical practitioners, and people providing services to the College including specialist visiting teachers, [sports] coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. Kilbreda College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.\*\*
8. Kilbreda College's Privacy Policy sets out how parents or 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.
9. Kilbreda College Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
10. As you may know Kilbreda College, from time to time, engages in fundraising 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.

11. On occasion information such as academic and sporting achievements, student activities and similar news is published in Kilbreda College's newsletters, magazines and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. Kilbreda College will obtain permissions annually from the students' parent or guardian (and the student if appropriate) prior to publication if we would like to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.
12. 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 that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
13. Kilbreda College's Privacy Policy is accessible via the College website [www.kilbreda.vic.edu.au](http://www.kilbreda.vic.edu.au) under the "Our College – Policies" section.

\* As appropriate

\*\* If applicable