

# Collection Notice



ST ANDREW'S  
CATHEDRAL SCHOOL

## Notice for parents and students

This notice explains how the School handles the personal information of students and parents or guardians (together **you**).

### How and why does the School collect personal information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The types of personal information the School collects includes sensitive information, including health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the School, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, public health laws and child protection laws, as well as the School's duty of care to students.

4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide the School 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.

### To whom does the School disclose information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
  - other schools and teachers at those schools, including a new school to which a student transfers, to facilitate the transfer of a student;
  - government departments (including for policy and funding purposes);
  - medical practitioners;
  - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, sports coaches, music

- tutors, language tutors, volunteers, and counsellors;
- providers of learning and assessment tools;
- assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
- the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
- people providing other information technology services to the School;
- people providing administrative and financial services to the School;
- anyone you authorise the School to disclose information to; and
- anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.

18/12/2024




*A Kindergarten to Year 6 school  
for First Nations children within  
St Andrew's Cathedral School*

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CRICOS Registration: The Council of  
St Andrew's Cathedral School 02276M

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Gadigal Country  
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[www.sacs.nsw.edu.au](http://www.sacs.nsw.edu.au)



8. School activities and news (including student achievements) are frequently published in the School's Yearbooks, newsletters, magazine, on our website and social media channels, or otherwise shared with the School community. This may include personal information such as a student's name and year group, and photographs and videos of students and parents involved in School activities such as academic and sporting events and achievements, social events, concerts and plays, outdoor education experiences and school excursions. The School will obtain individual permissions if we would like to use these photographs, videos or other identifying material of students in our promotional materials.

**Overseas storage and/or disclosure**

9. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involves the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access

their services, and for technical support. This personal information may reside on a cloud service provider's servers, which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

**Fundraising**

10. The School may engage in fundraising activities. Your personal information 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.

**Your rights and how to complain**

11. The School's Privacy Policy is accessible on the School's website and sets out how you can:

- seek access to and correction of your personal information which the School holds; and
- make a privacy complaint and how we will handle the complaint.