



# Privacy and Release of Information

1. Cardijn College respects the privacy of personal and sensitive information regarding your family. The College collects personal information, including sensitive information about the student and parent(s) or guardian(s) 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 for your child and to enable them to take part in all the activities of the College.
2. Some of the information the College collects 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 but are not limited to 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 information or medical reports about your child from time to time.
5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes other schools, government departments and their agents, the South Australian Commission for Catholic Schools, the Catholic Education Office, local parishes, schools within other Dioceses, medical practitioners and people providing services to the College including specialist visiting teachers, sport coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. In situations where parents are separated, it is the policy of the College to release school reports to the either parent or guardian of the student upon request. It is also our policy to allow either parent or guardian to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
8. The College may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
9. In the event of default of payment of fees, the College may refer the default to a debt collection agency. If this occurs, personal information will be disclosed to the agency.
10. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our website. The College obtains permission for use of photographs during the student's enrolment at the College. Permission may be withdrawn if requested in writing.

**Date approved:** January 2018

**Related Policies:** SACCS Privacy Policy

11. Parents or guardians may seek access to personal information collected about them and their child. 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.
12. The College sets out how you may complain about a breach of privacy in its Grievance Policy (available at [this link](#) on the College's website [www.cardijn.catholic.edu.au](http://www.cardijn.catholic.edu.au)) and how the College will deal with such a complaint.
13. As you may know the College from time to time engages in fundraising activities and 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 fundraising purposes without your consent.
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 that information to the College and why, so that they can access that information if they wish and that the College does not usually disclose the information to third parties.
15. Further information about the Australian Privacy Principles are available at <https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>.
16. You are entitled to access your own personal information by contacting the Principal in writing.