Privacy Statement

The Privacy Policy of Cardijn College is available at school for you to peruse at any time. Copies are available at the Front Office.

- Cardijn College respects the privacy of personal and sensitive information regarding your family. The College is committed to ensuring that it complies at all times with its obligations under the Commonwealth Privacy Act. The College is bound by the National Privacy Principles which are binding on most private sector organizations from 21 December 2001.

- 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. The primary purpose of collecting this information is to enable the College to provide schooling for your child.

- In situations where parents are separated, it is the policy of the College to release school reports to mother and father of the student upon request. It is also our policy to allow both mother and father to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.

- 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.

- Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We may ask you to provide medical information or medical reports about your child from time to time.

- The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Catholic schools, government departments, South Australian Commission for Catholic Schools, Catholic Education Offices, local parishes, medical practitioners and people providing services to the College including specialist visiting Consultants and Advisers from the Catholic Education Offices, sports coaches and volunteers.

- 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 and you will be responsible for the collection costs.
The College from time to time is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.

If we do not obtain the information referred to above, we may not be able to continue the enrolment of your child.

Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in the College newsletter, magazine and our website.

Parents or guardians may seek access to personal information collected about them and their child by contacting the College. 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.

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. We will not disclose your personal information to third parties for their own fundraising purposes without your consent.

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 the information to third parties.

Further information about the Privacy Principles or the College's Policies relating to privacy issues can be obtained from the Deputy Principal. You are entitled to access your own personal information by contacting the Principal in writing.