



Standard Collection Notice

1. Lourdes Hill 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 the 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 school 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. 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 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; people providing services to the College (including specialist visiting teachers, sports coaches, volunteers and counsellors); 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); anyone you authorise the College to disclose information to and anyone the College is required or authorised to disclose the information to by law (including Child Protection Laws).
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The College may use online or "cloud" service providers to store personal information and to provide services to the College that involve the use of personal information such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to those service providers to enable them to authenticate users that access their services. This personal information may reside on servers which are situated outside Australia.
8. The College's Privacy Policy, accessible on the College's website, sets out how a parent or student may seek access to and correction of their personal information which the College holds. However, access may be refused in certain circumstances such as 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. Any refusal will be notified in writing with reasons if appropriate.
9. The College's Privacy Policy also sets out how parents and students can make a complaint about a breach of the APPs and how the College will deal with such a complaint.
10. The College may engage 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 the College's fundraising activities solely for that purpose (e.g. LHC Foundation). We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, student activities and similar news is published in College newsletters, magazines and on our website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The College will always obtain permission from the students' parent or guardian, on commencement at the College, to include photographs or other identifying material in College promotional material.
12. We may include students' and students' parents' contact details in a class list and College directory.

13. 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.