



HOLY NAME SCHOOL

COLLECTION NOTICE

1. The School collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health [and Child Protection]* laws.
4. Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, [Catholic Education Office, the Catholic Education Commission, your local diocese and the parish]* medical practitioners, people providing services to the School including the Carlisle Dental Therapy Clinic and the Bentley Health Service Nurse, specialist visiting teachers, [sports] coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news, including photos, is published in School newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Pupils may also seek access to personal information 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 School's duty of care to the pupil, or where pupils have provided information in confidence.
9. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory, which shall only be used by the staff employed by this school. If you do not agree to this you must advise us now.
11. 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, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

*If appropriate



HOLY NAME SCHOOL

Privacy Act Information

ALUMNI COLLECTION NOTICE

1. The Alumni Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Holy Name School and to keep alumni members informed about other members.
2. We must have the information referred to above to enable us to continue your membership of [the Alumni Association].
3. As you know, from time to time we engage in fundraising activities. The information received from you may be used to make an appeal to you. [It may also be used by Holy Name School to assist in its fundraising activities]. [If you do not agree to this, please advise us now].
4. The Alumni Association may publish details about you in our publication [and our/the School's website]. If you do not agree to this you must advise us now.
5. You may seek access to personal information collected about you by contacting [us, care of the School].
6. If you provide personal information to us about other people, we encourage you to inform them of the above matters.



HOLY NAME SCHOOL

Privacy Act Information

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position you will be providing Holy Name School with personal information. We can be contacted at 25 Marchamley Place, Carlisle WA 6101. Phone: (08) 9361 8394 Fax (08) 9470 1183. Email: admin@hns.edwa.net.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application.
3. You agree that we may store this information for 12 months.
4. You may seek access to your personal information that we hold about you if you are unsuccessful for the position. 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.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations: Police, Catholic Education Office.
6. [We are required to conduct a criminal record check [collect information regarding whether you are or have been the subject of an AVO and certain criminal offences] under Child Protection law.]*
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish, that the School does not usually disclose the information to third parties and that we may store their information for 12 months.

*Currently applicable in NSW and QLD.



HOLY NAME SCHOOL

Privacy Act Information

CONTRACTOR / VOLUNTEER COLLECTION NOTICE

1. In applying to provide your services you will be providing Holy Name School with personal information. We can be contacted at 25 Marchamley Place, Carlisle WA 6101. Phone: (08) 9361 8394 Fax (08) 9470 1183. Email: admin@hns.edwa.net.au
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may also make notes and prepare a confidential report in respect of your application.
3. You agree that we may store this information for 12 months.
4. Access to this information may be available to you if you ask the School for it.
5. We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organizations: Police, Catholic Education Office.
6. [We are required to conduct a criminal record check [collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences] under Child Protection law.]*
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

*Currently applicable in NSW and QLD.
