



St Catherine's School Sydney

Collection statement - students

St Catherine's School Sydney (school) collects personal information belonging to students from parents or legal guardians during the application and enrolment process and throughout the time the student is attending the school. It also collects personal information belonging to the parents or legal guardians of the students. It may collect personal information from other sources, but only with the consent of parents or guardians or where required or authorised by law.

Personal information collected by the school includes your name, home address, other contact details, date of birth, a photograph of you, fee payments, financial assistance and scholarships, information about your examinations, assessments and results, and information relating to any conduct matters.

Security and retention of your personal information

The school stores your personal information in systems owned and/or managed by the school, and in other systems under licence or by agreement. Service providers of such systems are contractually bound by the school privacy and security requirements. Access to your personal information is limited to school staff and may be shared with government departments and organisations who have a legitimate reason to access the information.

The school is required by law to retain records that may contain a student or parent or legal guardian's personal information for certain periods of time depending on the type of record.

Use of your personal information

The personal information is only collected for purposes that are directly related to and reasonably necessary for the legitimate functions and activities of the school. You will be advised of any consequences of not providing personal information requested by the school. Your personal information will be used to administer your enrolment, to enable the delivery of the student's education, academic programs and extra-curricular activities, to provide student services and to support the school in planning school activities.

This includes:

- corresponding with your parents/guardians
- informing you about school programs and events
- facilitating and enabling programs relevant to your enrolment such as scholarships and student exchanges
- facilitating assistance where reasonably required for your safety and security
- facilitating staff learning and development in educational program development

The school will seek consent prior to the use of a student's personal information for any other purpose, except where that other use is authorised or required by law. If consent is given, you may subsequently withdraw your consent in writing at any time

Disclosure of personal information

Your personal information will be disclosed by the school where necessary to support the uses outlined above. Where personal information is disclosed, it will be done only to the extent necessary to fulfil the purpose of such disclosure. Such disclosures may include:

- other schools, government agencies, hospitals and clinics
- transport for NSW, for travel concessions offered to you
- contracted service providers the school uses to perform services on its behalf and whom are bound by the privacy and security requirements of the school - some school providers may be located outside of New South Wales and personal information collected by the school may be transferred interstate within Australia or internationally



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The school may also disclose your personal information where authorised or required to do so by law, including:

- to government departments such as the Department of Education and Training, Department of Human Services and Department of Home Affairs
- to contracted service providers of government departments or agencies
- to agencies and organisations involved in quality assurance and planning for school education
- where disclosure is authorised or required by subpoena, search warrant or other statutory instruments
- to a law enforcement agency where such disclosure is necessary to investigate an offence where there are reasonable grounds to believe that an offence may have been committed
- where the school believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person

The school will seek consent prior to the disclosure of personal information belonging to a student for any other purpose. If the student's parent or legal guardian gives consent, the parent or legal guardian or a student of mature age may subsequently withdraw consent in writing at any time.

Students using personal information for assessment purposes

Students accessing personal information for the purpose of an assessment task shall seek authorisation from their teacher. Their teacher will seek approval for this task with the head of academics. If approved, and under the guidance of their teacher, students seek consent prior to the disclosure or use of personal information collected for the completion of an assessment.

Student use and access to internet, communication and technology

Students using school internet, communication and technology resources are monitored by the school online. It may include one or more methods of session recording or live monitoring, involving the collection and storage of data such as: personal data, biometric data, images, video, audio, computer specifications, software components, computer processes and network communications.

Your rights to personal information

Parents or guardians or mature aged students may request access to and amendment includes corrections, deletions or amendments of your personal information that is held by the school, subject to any legal rights and obligations imposed upon the school to retain such information under its legislated retention obligations.

To access, amend or delete your personal information, or withdraw consent for a specific use or disclosure of your personal information, you should contact the headmistress.

Headmistress St Catherine's School Sydney

email: headmistress@stcatherines.nsw.edu.au

phone: 02 8305 6200 (International +61 2 8305 6200)

For all other privacy enquiries and to make a privacy complaint contact the:

Privacy Officer - St Catherine's School Sydney

email: privacyofficer@stcatherines.nsw.edu.au

phone: 02 8305 6200 (International +61 2 8305 6200).

11 March 2022