



(Herein referred to as 'the College')

Standard Collection Notice For the National Privacy Act (2001)

1. La Salle 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. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
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. Certain laws governing or relating to the operation of schools require that certain information is collected. These include if appropriate Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. From time to time the College discloses personal and sensitive information to others for administrative and educational purposes. This includes if appropriate to other schools, government departments, Catholic Education Office, the Catholic Education Commission, the Perth Archdiocese and schools within other dioceses, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors. Information may also be disclosed to third parties engaged to assist with operating the core business of the College.
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 students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities, including photographs and other news is published in school and community newsletters, magazines, promotional materials and on our website, unless we are specifically requested by parents not to do so.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students 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 College's Duty of Care to the student, or where students have provided information in confidence.
9. 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. It may also be disclosed to organisations that assist in the College'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 College directory, unless specifically requested not to do so.
11. 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.