



Collection of Private Information Notice

1. St John's Primary School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at St John's Primary School. The primary purpose of collecting this information is to enable staff of St John's Primary 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 be 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 to other schools, government departments, Catholic Education WA, The Catholic Education Commission, the local diocese and parish, schools within other diocese, medical practitioners, and people providing services to the school including specialist teachers, coaches, volunteers and councillors.
6. A transfer of information is necessary if students transfer from St John's Primary School to another School.
7. If we do not receive the information above, we may not be able to enrol or continue the enrolment of your son/daughter
8. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, pupil activities and other news is published in our school newsletter, our school website and other publications.
9. Parents may seek access to personal information collected about them and their son or daughter by contacting the school. Pupils may also seek access to their personal information. However, there will be occasions where 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.
10. 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 such as the Parents' and Friends' Association solely for that purpose. We will not disclose information to third parties for their own marketing purposes without your consent.
11. We may include your contact details in a class list and school directory. Such listings are made available to the Principal, administrative staff, class teachers, some specialist staff and the Parish Priest.
12. If you provide the school with the personal information of others, such as a doctor or emergency contact, we encourage you to inform them that you are disclosing that information to the school and why, so they can access the information if they wish and that the school does not usually disclose the information to third parties