



# Chevalier College

FORTES IN FIDE | STRONG IN FAITH

Dear Parents / Caregivers

## Re: The Privacy Act – Collection Notice

1. Chevalier College (the college) collects personal information, including sensitive information, about students and parents or caregivers before and during the course of a student's enrolment at the college. This may be in writing, through technology systems or in the course of conversations. The primary purpose of collecting this information is to enable the college to provide schooling to its students, exercise its duty of care and perform necessary associated administrative activities, which will enable student to take part in College activities.
2. Some of the information we collect is to satisfy Chevalier College's legal obligations, particularly to enable the college to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical information/ reports about your child from time-to-time.
5. A student's enrolment may be delayed or prevented if the college cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
6. The college may disclose personal and sensitive information for educational, administrative and support purposes. This may include disclosure to:
  - other schools and staff at those schools, including a new school to facilitate the transfer of the student
  - government departments (including for policy and funding purposes)
  - the Catholic Education Office, Catholic Schools NSW and other related church agencies/entities
  - medical practitioners
  - people providing educational, support and health services to the college, including specialist visiting teachers, coaches, volunteers and counsellors
  - providers of learning and assessment tools
  - 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)
  - agencies and organisations to whom we are required to disclose personal information for education and research purposes
  - people providing administrative and financial services to the college

11 Charlotte Street, Burradoo NSW 2576 | PO Box 243 Bowral NSW 2576  
(02) 4861 1488 | [office@chevalier.nsw.edu.au](mailto:office@chevalier.nsw.edu.au) | [chevalier.nsw.edu.au](http://chevalier.nsw.edu.au)

ABN 21 328 709 826 | ACN 076 717 023 | Owned and conducted by the Missionaries of the Sacred Heart



- anyone you authorise the college to disclose information to
  - anyone to whom the college is required or authorised to disclose the information to by law, including child protection laws.
7. Personal information collected from students is regularly disclosed to their parents or caregivers.
  8. 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 these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the use of on online or 'cloud' service providers is contained in the college Privacy Policy.
  9. The Chevalier College Privacy Policy, accessible on the college website, sets out how parents or students may seek access to and correction of their personal information that the college has collected and 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, where students have provided information in confidence or where the college is otherwise required or authorised by law to refuse access. Any refusal will be notified in writing with reasons, unless, given the grounds for refusal, it would be unreasonable to provide reasons.
  10. The Chevalier College Privacy Policy also sets out how parents and students can make a complaint about a breach of the Australian Privacy Principles and how the complaint will be handled.
  11. 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. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
  12. On occasions, information such as academic and sporting achievements, student activities and similar news is publicised in college publications, on our intranet and on our website, or otherwise shared with the college community. This may include photographs and videos of student activities such as sporting events, concerts and plays, school retreats and school excursions. The college obtains permission at the time of enrolment from students' parents/guardians to include such photographs or videos or other identifying information in promotional material and to otherwise make this material available to the public, such as through the internet.
  13. We may include students' and students' parents' contact details in a class list and college directory.
  14. 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.

  
Chris McDermott  
Principal