



PRIVACY COLLECTION NOTICE

- 1.** Oakhill College collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at Oakhill College. The primary purposes of collecting this information are to enable the College to assess the application and, if you accept an offer for a place for your child, to provide schooling for your child.
- 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 Colleges require that certain information is collected. These include 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 may ask you to provide medical reports about students from time to time.
- 5.** Oakhill College may be required to disclose personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, the Catholic Education Office, the Catholic Education Commission, your local diocese and the parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.
- 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 and other news including photographs and videos of students, is published in the College's newsletters, magazines and on our web site.
- 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.** The College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes.
- 10.** We may include your contact details in a class list and College directory.
- 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.