

# Standard Collection Notice



Mazenod College  
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Website: [www.mazenod.wa.edu.au](http://www.mazenod.wa.edu.au)

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son.
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 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 College may, from time to time, need to disclose personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, 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 and volunteers. If you do not agree to this, you must advise us.
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.
7. Personal information collected from pupils 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 College newsletters, magazines [and on our website].
8. As part of the school's publicity activities there may, on occasion, arise the situation whereby the school, Catholic Education Office (CEO) or local media will need to take photographs and/or video footage of your child/ren for publication in newspapers, school documents, CEO documents, training videos and/or the school/CEO website. If you do not want your child/ren to feature in such publicity, please advise the College.
9. Parents may seek access to personal information collected about them and their son by contacting the College. Pupils 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 pupil, or where pupils have provided information in confidence.
10. 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.
11. We may include your contact details in a class list and College directory. (If you do not agree to this you must advise us now.)
12. 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.

*Please refer to our Privacy Collection Notice on the Mazenod College's public website  
([www.mazenod.wa.edu.au](http://www.mazenod.wa.edu.au))*