



Villanova College

Information Collection Notice

Information we collect: Villanova College (*the College*) collects and records personal information, including sensitive information about students, parents/legal guardians and volunteers, before and during the course of a student's enrolment at the College. Laws governing or relating to the operation of schools require that certain information be collected. These may include Education, Public Health and Child Protection laws. We may ask you to provide medical reports about students from time to time. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act (1988)*.

Purpose of collection: The primary purpose of collecting and recording this information is to enable the provision of quality Catholic education. In addition, some of the information we collect and record is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care to students and parents/legal guardians.

Disclosure of information: This information may be disclosed by us for administrative and educational purposes to others including, but not limited to, personnel within Villanova College, other educational facilities, medical practitioners, people providing services to schools, such as specialist visiting teachers and consultants. In addition, we may be required to disclose this information to government departments, both State and Federal.

Personal information collected from students is regularly disclosed to their parents/legal guardians. On occasions, information such as academic and sporting achievements, student activities, and other news may be published in newsletters, magazines, and on the Villanova College website. Parents may seek access to personal information collected about them and their son 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.

The Villanova College Privacy Policy sets out how parents or students may complain about a breach of privacy and how the College will deal with such a complaint.

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.

If you provide the College with the personal information of others, such as the student's other parents, doctors or emergency contacts, we request you inform them that you are disclosing that information to Villanova College and why. They should also be informed that they can access that information if they wish and that Villanova College does not usually disclose the information to third parties.

Our privacy position: Villanova College is bound by the *Privacy Act (1988)*, and has adopted the thirteen (13) Australian Privacy Principles. A privacy statement detailing Villanova College's practices and procedures for the use and management of the personal and sensitive information it collects and records can be accessed on the College website <http://www.vnc.qld.edu.au>. Alternatively, a hard copy

of the statement may be provided on request.

Information required: If we do not obtain the personal and sensitive information referred to above, we may not be able to enrol or continue to enrol your son.