



# Privacy Collection Notice

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(Please also refer to the College's Privacy Policy on the College website at [www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au))

The Australian Privacy Principles (“**APPs**”) contained in the *Privacy Act 1988* (Cth) (“**Act**”) came into effect on 12 March 2014. The Act and the APPs regulates the way private sector organisations collect, use, keep, secure and disclose personal information. The following Privacy Collection Notice relates to the purposes that the College collects personal information. Terms defined in the Act have the same meaning in this Privacy Collection Notice.

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a Student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling for your son and to enable your son to take part in all the activities of the College.
2. In situations where parents are separated, it is the policy of the College to release school reports to the mother and father of the student upon request. It is also the policy of the College to allow both the mother and father of the student to attend parent/teacher interviews upon request. However, the College will abide by any court orders which prevent the release of such information.
3. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
4. Laws governing or relating to the operation of schools require that certain information is to be collected and disclosed. These include relevant Education Acts, Public Health and Child Protection laws.
5. Health information about students is categorised as sensitive information within the terms of the APPs and the Act. As the College holds health information of students and has an onsite Health Centre providing health services, we are also required to comply with the *Health Records and Information Privacy Act 2002* (NSW) (**HRIP Act**). We will ask that you provide medical information about students from time to time so that we may comply with our duty of care. This information may be collected via online processes that are compliant with the APPs and the HRIP Act. Please be aware that changes to the government's My Health Record privacy laws mean that parents can no longer access the My Health Record of students who are 14 years or older without consent of the student.
6. The College from time to time discloses and/or exchanges personal and sensitive information to others for administrative and educational purposes and/or for the care of students as prescribed by relevant legislation, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, the National Catholic Education Commission, Catholic Schools NSW Limited, Catholic School Agencies, Jesuit Education Australia Ltd, The Australian Province of the Society of Jesus, The Society of Jesus in Australia Limited, the local diocese and parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, counsellors and volunteers.
7. In addition to the agencies and purposes cited above personal information relating to students and parents may also be made available, in accordance with Australian Government requirements, to

ACARA for the purpose of publishing certain school information relating to the circumstances of parents and students on the MySchool website.

8. If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your son.
9. The College may store personal information in the “cloud” which may mean that it resides on servers which are situated outside Australia.
10. The College’s Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.
11. In the event of default of payment of fees, the College may provide personal information to its lawyers or a debt collection agency in order that such fees may be recovered.
12. Personal information collected from students is regularly disclosed to their parents or guardians.
13. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website: [www.riverview.nsw.edu.au](http://www.riverview.nsw.edu.au). Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in College newsletters and magazines, our website and on our intranet.
14. We may include students’ and students’ parents’ contact details in a class list and College directory.
15. From time to time, the College is required to disclose personal and sensitive information in order to comply with the law or to report matters to the relevant persons or authorities.
16. The College’s Privacy Policy sets out how students, parents or guardians may seek access to personal information collected 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.
17. 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.
18. 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 this information to the College and why. They can access that information if they wish and the College does not usually disclose the information to third parties.
19. The College may retain certain records for 7 years or more in accordance with its Records Storage & Retention Policy (as amended from time to time), a copy of which may be viewed on the College’s website.
20. Like many website operators, the College collects information that your browser sends whenever it visits our website (Log Data). This Log Data may include information such as your computer's Internet Protocol (IP) address, browser type, browser version, the pages of the College’s website that you visit, the time and date of your visit, the time spent on those pages and other statistics. In addition, the College may use third party services such as Google Analytics (or similar web traffic analytic tools) that collects, monitors, analyses and records all visits to the College’s website. Use of the College’s website is subject to you acknowledging and agreeing to the College’s collection of Log Data as set out above. If you do not agree to the College collecting Log Data as set out above, you must immediately cease using the College’s website.