



STANDARD COLLECTION NOTICE

This notice explains how the School handles the personal information of students and parents or guardians (“you”) in accordance with the requirements or the Australia Privacy Principles (APP’s) contained in the Privacy Act 1988. This notice aims to make you aware of Loreto Normanhurst’s collection and handling practices in relation to personal information.

How and why does the School collect personal information?

1. The School collects personal information, including sensitive information about you before and during the course of a student’s enrolment at the School. This may be in writing, through technology systems or in the course of conversations. The School may also collect personal information from third parties.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws as well as the School’s duty of care to students.
4. A student’s enrolment may be delayed or prevented if the School 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.
5. If you provide the School 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 School and why.

To whom does the School disclose information?

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - Other schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student.
 - Government departments (including for policy and funding purposes).
 - Catholic Schools NSW.
 - Medical Practitioners.
 - People providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors.
 - Organisations that assist us with fundraising (see para. 10 below).
 - 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).
 - People providing other information technology services to the School.
 - People providing administrative and financial services to the School.
 - Anyone you authorise the School to disclose information to; and
 - Anyone to whom the School 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 guardians.



8. School activities and news (including student achievements) are frequently published on the School’s website, social media platforms, internal and external newsletters, magazines, and other publications, on our intranet or otherwise shared with the School community (current parents, staff, students, alumnae and the wider Loreto Normanhurst community). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions, and community events. The School will obtain permission at Enrolment to include photographs or videos of students in our digital and print promotional material.

Overseas storage and/or disclosure

9. The School may use online or ‘cloud’ service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support.

This personal information may reside on a cloud service provider’s servers which may be situated outside Australia. Further information about the School’s use of online or ‘cloud’ service providers is contained in the School’s Privacy Policy.

Fundraising

10. The School may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School’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.

Your rights and how to complain

11. The School’s Privacy Policy, accessible on the School’s website, sets out how you can:
 - Seek access to and correction of your personal information which the School holds; and
 - Make a privacy complaint and how we will handle the complaint.

This notice is located on the School Website, and the Staff Intranet.

Version	Approved By	Version Date	Comment	Procedure Owner	Next Review
1	School Board	2014	Original	Chief Operating Officer	2017
2	School Board	2017	Review and Update	Chief Operating Officer	2019
3	School Board	2019	Review and Update	Chief Operating Officer	2019
4	School Board	2020	Review and Update	Chief Operating Officer	2023
5	School Board	April 2024	Review and Update	Director of Business Services	April 2026





Loreto
Normanhurst

