



# St Catherine's School Sydney

## Collection statement – school community

### What is personal information?

Personal information is defined as being information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from that information or opinion. Personal Information includes, for example, names, addresses, phone numbers, email addresses and dates of birth.

There are circumstances under privacy legislation in which information about an individual is not considered to be personal information, for example when it is contained in a publicly available publication or when it refers to a person who has been deceased for more than 30 years.

### Collection of personal information

#### Personal information provided by you

St Catherine's School Sydney has collection statements setting out how personal information is handled by the school. These include a student collection statement, an HR collection statement and this school community collection statement.

Some information that you disclose via electronic means or other interactive media is considered by the school and the common law to be public information and may therefore not be subject to protection under privacy legislation.

#### Automatic collection of personal information

St Catherine's School Sydney may collect personal information and other data from you using cookies or other automated means. A cookie is a packet of data that a website puts on your computer's hard disk to identify you as a visitor to that website.

The information collected by the school through cookies and other means may include: your server address; your domain name; your IP address; the date and time of your visit; the pages accessed, and documents downloaded; the previous site visited; the type of browser you used. You may choose to disallow cookies through your web browser settings.

#### Use and disclosure of personal information

Personal information provided by you to the school will be used by the school for the primary purpose for which you provided it and for other secondary purposes directly related to that primary purpose. The school is not responsible for the privacy practices of websites and media external to the school.

The information automatically collected during each visit to the school website or in response to an electronic request from the school is combined by the school with similarly logged information. This combined information may be published by the school in internal reports to assist the school to identify patterns of usage. Aggregated information does not identify individual users and does not include personal information.

The school will not otherwise disclose your personal information without your consent unless otherwise authorised by law. The school may disclose personal information to a third party if the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.

Personal information collected through the school website or electronic communication which is no longer required by the school and which need not be retained by law will be destroyed.

#### Fundraising and marketing

The school treats seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Your personal information may be used to make an appeal to you to donate. Your information will be collected should you choose to donate to the school. The school may disclose this information to organisations that assist in the school's fundraising activities, such as the school Foundation Board.

If you do not wish to receive fundraising communications from us, please contact our Community Relations Team at [communityrelations@stcaths.nsw.edu.au](mailto:communityrelations@stcaths.nsw.edu.au)



# St Catherine's School Sydney

## **Access to your personal information**

You have a right to access your personal information held by St Catherine's School Sydney. You can also request an amendment to that information if you believe that it is incorrect or make a complaint about the information handling practices of the school or a breach of your privacy by the school.

Direct your access and amendment requests, complaints and other privacy enquiries to:

Privacy Officer St Catherine's School Sydney: email [privacyofficer@stcatherines.nsw.edu.au](mailto:privacyofficer@stcatherines.nsw.edu.au) and phone [02 8305 6200](tel:0283056200) (International [+61 2 8305 6200](tel:+61283056200)).